

Website Posting: Administrative Assistant Career Opportunity Cedar Shake and Shingle Bureau Shorten your Commute: Work in the Central Fraser Valley!

Why We're Hiring

Due to upcoming semi-retirements with two beloved team members, the CSSB is adding to its staff roster. We are a small, friendly association office with multiple satellite offices. Our team values hard work, accuracy, reliability and people skills. Our members are dedicated manufacturers and affiliates, located mainly in Canada and the United States. Founded in 1915, we proudly represent the Certi-label® brand to the world! You can learn more about us at: www.cedarbureau.org. Right now we're looking for a full time M-F, 7:30am-4pm front desk team member who lives and breathes customer service. Pleasant, accurate, reliable and dedicated, you love people and enjoy helping them. Read on if this sounds great to you so far...

Skills and Traits

- Ability to retain & apply information quickly
- Able to lift 25 lbs (literature boxes, archives, water cooler etc.)
- Calm in stressful situations and able to say no diplomatically as needed
- Can work independently and with offsite colleagues via internet/email
- Capable person who uses common sense
- Comfortable working in office alone at times and with remote satellite offices
- Consistent
- Eager to help members
- Experience in Outlook and Excel
- Finds multitasking easy and can prioritize assignments as needed
- Fluency in English, written and spoken
- Focused & Friendly
- Great organizational skills
- IT aptitude and interest in database reports and nuances
- Long term and dedicated
- Loves to learn
- People person
- Pleasant phone manner that projects a love of customer service
- Positive, 'can do' attitude
- Professional written and verbal communication
- Reliable, punctual attendance
- Tidy and organized
- Vibrant and hardworking
- Willing and able to run occasional errands in reliable vehicle
- Willing to learn

Duties (training from staff team members on all functions will be provided)

- Literature order preparation and shipping
- Inventory
- Customer service (telephone and internet)
- Mail and filing
- Group emails and database
- Insurance reminders
- Lifetime limited warranty program registrations
- Product labels
- Other duties as assigned

Successful Candidate' Preferred Work Background

- Minimum 3 years Administrative Assistant/Clerical experience
- Experience with range of business people and vendors
- Trade association and membership service experience a plus
- All the basic office skills and Microsoft Office software competencies; CorelDraw and Database work is a bonus

Office Location

- Currently based in Mission, first exit off the Mission/Abbotsford bridge.
- Office relocation, likely to Abbotsford but not definite at present, is planned within 24 months.
- This position is not a teleworkable position as it requires daily onsite office attendance. Candidate needs to be comfortable handling the front desk in a small office with management working offsite in remote offices for most of week.
- The CSSB is a fragrance and scent free office. Please ensure you are 100% willing and able to comply with this policy as it is important for everyone's health and well-being.

Compensation

- Please submit salary expectations with application
- Greenshield Health and Dental Benefits plus paid MSP after probationary period
- 2.5 weeks paid vacation (+Dec 26 is a paid holiday)
- Business casual dress code, jeans day Fridays

Anticipated start date

- May 15, 2019 (somewhat flexible)

How to Apply

- Send us a cover letter and resume that show us why you'd be a great fit with our team! Also state how you are qualified to work in Canada (citizen, work visa holder etc. – please do not submit the actual identification document with your application; we'll only need to see it from the successful applicant).
- Submit to: careers@cedarbureau.com No phone calls or drop ins please.
- We sincerely thank you for your interest in working at the CSSB.

Scent-Free Workplace Policy

A. PURPOSE AND POLICY STATEMENT

The Cedar Shake and Shingle Bureau (the "CSSB") acknowledges that scented products may contain chemicals that are harmful to the health of sensitive individuals. In sufficient concentrations, scented products may cause serious health reactions to individuals with environmental or chemical sensitivities. Some of the reactions or symptoms may include but are not limited to headaches, dizziness, nausea, fatigue, insomnia, upper respiratory symptoms, shortness of breath, skin irritation, confusion, and difficulty with concentration. Accordingly, in support of its dedication to provide a health, comfortable, and productive work environment for its employees who experience such reactions to scented products, the CSSB is updating its existing Scent-Free Workplace Policy enacted in March 2014. The purpose of this Policy is to:

1. To provide greater protection for employees with sensitivities,
2. To create a scent-free environment so that chemical barriers will not prevent access to the CSSB for individuals who have chemical or environmental sensitivities;
3. To help employees without sensitivities adjust to restrictions on scented products; and
4. To provide clarification on the procedures for reporting the introduction of or exposure to scented products in the workplace.

The CSSB's Scent-Free Workplace Policy applies to all employees and visitors. All individuals who enter the CSSB's workplace or attend CSSB events are asked to refrain from using or introducing scented products and to follow the responsibilities and procedures as set out herein, as applicable.

B. RESPONSIBILITIES AND PROCEDURES:

1. For employees, scented products are prohibited throughout the CSSB's facilities.
2. To limit exposure of scented products to the CSSB's facilities, employees are encouraged to:
 - a. Use non-scented personal hygiene and grooming products, including but not limited to:
 - i. Fragrances, perfumes or colognes;
 - ii. Cosmetics;
 - iii. Lotions and creams;
 - iv. Hair products;
 - v. Shaving products;
 - vi. Body washes, soaps, shampoos and conditioners;

- vii. Deodorants;
 - b. Use non-scented cleaning and sanitation products, and the least toxic cleaning products, disinfectants, and paints that are commercially available and store these products in tightly closed, ventilated areas away from employees and visitors;
 - c. Refrain from the use of optional items that introduce or emit scents, including but not limited to:
 - i. Potpourri;
 - ii. Industrial and household chemicals;
 - iii. Detergents and fabric softeners;
 - iv. Air fresheners and deodorizers;
 - v. Oils;
 - vi. Candles; and
 - vii. Some types of garbage bags.
- 3. To notify employees and visitors about this policy by:
 - a. Ensuring that signage informing employees and visitors of these guidelines are posted at the entrance of the building and in common congregation areas, such as waiting rooms and washrooms;
 - b. The signage will state:

The CSSB strives to provide a scent-free workplace to support the health and wellbeing of employees, visitors, and individuals generally.

Some employees of the CSSB report sensitivities to various chemical-based or scented products and may experience serious reactions if they are exposed whether directly or indirectly. We ask for everyone's cooperation in our efforts to accommodate their health concerns.

*Please do not use or introduce scented products or items (e.g. **PERFUMES, COLOGNES, AFTERSHAVE, LOTIONS and CREAMS, FLOWERS, or DEODORANTS**) when attending the CSSB's facilities.*

We apologize for any inconvenience this may cause. We appreciate your understanding and cooperation in this matter.

- 4. In reaction to an exposure, employees should:
 - a. If he or she has been exposed, to remove himself or herself from the exposure, or if a non-employee is exposed, to offer assistance to the affected non-employee; and
 - b. Document and report the incident to a manager or supervisor as soon as possible.

C. CONTRAVENTIONS

Non-compliance or a contravention of this policy must be brought to the attention of the appropriate supervisor or manager for further action. If an employee is found to be in breach of this policy, he or she may be subject to disciplinary measures up to and including termination, particularly if multiple and persistent breaches are found.