



The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.

Administrative Assistant

Classification: Administrative Support II

Status: Casual

Salary Range: \$16.91 - \$18.71 Hourly

Pay Grade: 4

Employee Group: BCGEU

Job Summary

BC Centre for Ability is looking for a casual Administrative Assistant for Reception. The Administrative Assistant, with the primary function of providing Reception coverage, performs a variety of duties that includes clerical tasks, completion of word processing assignments, data entry, records management, and general office functions.

Responsibilities

1. Provides Reception and counter services; handles calls from clients and deals with client concerns in an appropriate manner and receives and relays messages.
2. Performs word processing and data-entry functions such as correspondence, client records maintenance, forms, reports, pamphlets, agendas from draft copy, general instruction or Dictaphone by using word processing, database, and other software applications.
3. Processes, establishes, maintains, updates, and retrieves a variety of medical files, general files, records, and client files.
4. Performs clerical duties such as opening, reading, sorting, prioritizing, and distributing incoming correspondence; may sign for receipt of packages and shipments.
5. Performs other related duties, as required.

Skills Required

- Ability to communicate effectively both verbally and in writing
- Demonstrated knowledge of modern office practices and procedures
- Sound knowledge of the applicable rules, regulations, policies, and procedures that govern departmental activities
- Ability to understand and follow oral and written instructions
- Proficiency in the use of a personal computer and related software application programs
- Ability to type at 50 w.p.m.
- Ability to operate related equipment
- Ability to work independently

Qualifications

Grade 12 and graduation from an Office Assistant program, plus one year's recent related experience or an equivalent combination of education, training, and experience

Working Conditions & Provisos

- Appointment subject to satisfactory completion of a criminal records check
- Physical ability to carry out the duties of the position

Application Information: To apply, send your résumé and a cover letter, by fax or e-mail as follows:

Mary Lui
BC Centre for Ability
2805 Kingsway
Vancouver BC V5R 5H9
Fax: (604) 451-5651
E-Mail: Mary.Lui@bc-cfa.org

We are committed to enhancing our diverse workforce.

We thank you for your interest and advise that only those shortlisted will be contacted.

Nurture • Grow • Thrive