



*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: Permanent, Full Time**

**Salary Range: \$17.56 - \$19.42 Hourly**

**Pay Grade: 4**

**Employee Group: BCGEU**

**Available Date: May 7, 2018**

### Job Summary

The Early Intervention Program at BC Centre for Ability is looking for a full-time Program Administrative Assistant. The Program Administrative Assistant will perform a variety of duties including clerical tasks, completion of word processing assignments, resource management, data entry, records management, reception coverage, and general office functions.

### Responsibilities

- 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.
- Provides receptionist and counter services; handle calls from clients and deals with client concerns in an appropriate manner and receives and relays messages.
- Processes, establishes, maintains, updates, and retrieves a variety of medical files, general files, records, and client files.
- Performs clerical duties such as opening, reading, sorting, prioritizing, and distributing incoming correspondence; may sign for receipt of packages and shipments.
- 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

### 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:

Judit Spence  
 Director of Physiotherapy / Acting Director of Occupational Therapy  
 BC Centre for Ability  
 2805 Kingsway  
 Vancouver BC V5R 5H9  
 Fax: (604) 451-5651  
 E-Mail: [Judit.Spence@bc-cfa.org](mailto:Judit.Spence@bc-cfa.org)

**Closing Date:** April 22, 2018

*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**