



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 III**

**Benchmark: 80103**

**Status: Regular, Full-Time**

**Salary Range: \$18.53 to \$20.46 Hourly**

**Pay Grade: 5A**

**Employee Group: BCGEU**

**Available Date: July 23, 2018**

### Job Summary

The Supported Child Development (SCD) Program at BC Centre for Ability is looking for a regular, full-time Program Administrative Assistant. Under the direction of the SCD Program Coordinator, the Program Administrative Assistant will perform a variety of duties including, clerical tasks, and completion of word processing assignments, data entry, records management, and general office functions.

### Responsibilities

- Drafts and formats reports and letters
- Processes consultant assignments and completes data entry in the Electronic Client Record (database)
- Coordinates meetings by booking rooms (using Outlook), types and circulates agenda and supporting documentation, sets up equipment, and takes and distributes minutes and supporting documentation
- Coordinates administrative support for workshops, including creation of PowerPoint presentations, participant registration, room booking, copying of supporting documentation, setting up audiovisual equipment for program staff
- Creates spreadsheets and graphs/charts using Excel, presentations in PowerPoint, flowcharts and diagrams in Visio, brochures/flyers using Publisher
- Places purchase orders with external supplies; receives supplies; checks invoices against orders and goods received (including invoice reconciliation)
- Performs time sheet reconciliation, including tracking hours worked and reviewing time sheets for accuracy
- Other related duties as assigned

### Qualifications

Grade 12 and graduation from an Office Assistant program, plus related experience, or an equivalent combination of education, training, and experience.

### Skills Required

- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and with a team
- Ability to operate related equipment
- Ability to organize and prioritize
- Ability to multi-task
- Flexibility and creativity
- Business writing skills
- Knowledge of general office procedures
- Typing 60 wpm

### 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 with a cover letter by e-mail as follows:

Terri Calvert  
Manager, Supported Child Development  
BC Centre for Ability  
2805 Kingsway  
Vancouver BC V5R 5H9  
E-mail: [Terri.Calvert@bc-cfa.org](mailto:Terri.Calvert@bc-cfa.org)

**Closing Date:** July 22, 2018 at 5 p.m.

*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**