



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

Start Date: ASAP

Job Summary

The Social Work Program at BC Centre for Ability is looking for a full-time Program Administrative Assistant II. 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.
- Receives, records, checks, and balances invoices.
- Performs other related duties, as required.

Qualifications

Education, Training, and Experience

- Grade 12, plus one year's recent related experience with an Office Assistant Certificate or an equivalent combination of education, training, and experience.

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 (some bending and lifting required)

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

Valerie Upton, MSW, RSW
Director of Social Work
BC Centre for Ability
2805 Kingsway, Vancouver BC V5R 5H9
E-Mail: Val.Upton@bc-cfa.org

Closing Date: January 17th, 2019, 5pm / open until filled

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