



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 Position Available

Salary Range: \$18.85 to \$20.82 Hourly

Pay Grade: 5a

Employee Group: BCGEU

Availability Date: ASAP

Job Summary

Under the direct supervision of the Director, Social Work the Administrative Assistant performs a variety of duties including but not limited to clerical tasks, word processing assignments, data entry, records management and general office functions for three programs.

Responsibilities

- Drafts and formats reports, contracts, authorizations and letters
- Processes consultant assignments and completes data entry in the Electronic Client Record (database)
- Scans and files documents as required
- 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
- Provides administrative support for program contracts and documents
- Maintains program tracking documents
- 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)
- 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

- Advanced knowledge and experience in the use of Microsoft Office applications, in particular Excel, Outlook, Word and PowerPoint
- Knowledge and experience in the use of Publisher and Visio
- Ability to multi task in a demanding role
- Attention to detail is a must
- Flexibility, creativity and the use of initiative.
- 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
- Flexibility and creativity
- Business writing skills, Typing 60 wpm
- Knowledge of general office procedures

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, please send your résumé with a cover letter referencing *FT-SW Admin III* by email to:

E-mail: careers@bc-cfa.org

BC Centre for Ability Association
2805 Kingsway, Vancouver BC V5R 5H9

Closing Date: March 20, 2019

*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

Date Posted: March 13, 2019