



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 Support I

Classification: Administrative Support 1

Benchmark: 80110

Status: Casual

Salary Range: \$18.23 to \$19.52 Hourly

Pay Grade: 1

Employee Group: BCGEU

Availability Date: Immediately

Job Summary

Under the direction of one of our program leaders, the casual Admin 1 Clerk performs a variety of duties that includes clerical tasks, completion of word processing assignments, data entry, records management (filing), general office functions and reception relief.

Responsibilities

- Performs clerical duties such as opening, reading, sorting, prioritizing, and distributing incoming correspondence; may sign for receipt of packages and shipments
- Performs word processing and data-entry functions such as correspondence, client records maintenance, forms, reports, pamphlets, Agendas from draft copy, database, and other software applications
- Processes, establishes, maintains, updates, and retrieves a variety of client files, general files, and records
- Provides Reception and counter services; receives calls from clients, take messages, provides basic information and answers routine inquiries in accordance with the Centre's guidelines
- Set up and clean-up of rooms for therapy/workshops
- Performs other related duties, as required
- Occasional evening work required

Qualifications

Education, Training, and Experience

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

Skills and Abilities

- Ability to communicate effectively both verbally and in writing
- Demonstrated knowledge of modern office practices and procedures
- Ability to understand and follow oral and written instructions
- Proficiency in the use of a personal computer and related software application programs, particularly Microsoft Word and Outlook
- Ability to type at 50 w.p.m.
- Ability to operate related office 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, please send your résumé with a cover letter referencing casual – admin1 by email to:

E-mail: careers@bc-cfa.org

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

Closing Date: 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