

NOTICE OF JOB VACANCY (Posted: January 3, 2013)
REVISED

Job Competition #: 2013-BTSI-02

Position: SERVICE AREA ASSISTANT

Building Together: Settlement and Integration Program, Drake office

This is a 35 hour per week, full-time position starting on or about January 21, 2013

Position Purpose: Under the supervision of the Division Manager, the Service Area Assistant is responsible for providing data entry and administrative support functions for the BTSIP program. Duties will include data entry and clerical duties including typing, filing, copying, faxing, processing mail, collating documents, answering telephone calls, screening and registering clients and managing appointments, as well as occasional reception coverage.

Qualifications:

Completion of a certificate or diploma in office administration, business or a related discipline.

Experience Required:

- A minimum of 1 to 2 years of related experience preferably in a related social service sector;
- Superior customer service skills;
- Proven ability to interact extensively and courteously with the public and internal contacts in supplying information and assistance over the telephone and in person, and to employ contemporary service excellence principles;
- Proven ability to maintain effective working relationships;
- Experience performing a variety of clerical and typing assignments and to compose routine correspondence;
- Proven ability to multi-task and work well under pressure;
- Excellent time management and organizational skills;
- Excellent verbal and written communication skills in English (second language would be an asset);
- Proficient in the use of the Microsoft Office Suite, particularly ACCESS, word and excel; and
- Ability to pass and maintain a clear criminal record check.

Applications must include “2013-BTSI-02” in the subject line and can be sent to: jobs@issbc.org

Closing Date: By 12 noon, Thursday, January 10, 2013

Salary Rate: \$15.00 per hour (Pay Grade 3)

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.

One of the 75 Best Workplaces in Canada ranked by Great Place to Work Institute® in 2007, 2009, 2010, 2011 and 2012, ISSo/BC offers to eligible staff an outstanding medical and employer-matched RRSP benefits and includes regular wage increments based on length of service. ISSo/BC is an equal opportunity employer.