



Auxiliary Job Posting – Comp. # 2012.042

Position:	Contracts Clerk
Reason for posting:	This is an auxiliary position. Please note: auxiliaries may cover vacancies or maternity, vacation, sick, or long-term leaves of varying lengths.
Organization:	Community Living British Columbia (CLBC)
Location:	Nanaimo
Region:	Central/Upper Island
Term / Status	Temporary / Casual
Eligibility:	Open to internal and external applicants
Classification/Salary:	Clerk 11: \$21.13 to \$23.93 per hour

The Program - Community Living British Columbia [CLBC] delivers support and services to individuals with developmental disabilities and their families. CLBC staff strives to adhere to the corporate vision of '**Good lives in welcoming communities**'.

The Role – The Contracts Clerk prepares, tenders for, awards, administers and monitors contracts for the delivery of CLBC supported services and funding in accordance with current legislation, contract specifications, and agency policy and procedures within a regional area.

Qualifications – Grade twelve diploma or equivalent education and a combination of three years clerical/administrative support experience, education, and/or training in a financial position (e.g. payroll, accounts payable, accounts receivable, bookkeeping). Experience with standard computer applications – MS Word, Excel, Windows, and the Internet. Preference may be given to candidates with experience processing contracts. For a complete list of qualifications and duties please review the complete job description. Successful applicants are subject to a Criminal Record Check (Criminal Records Review Act).

Interested applicants are encouraged to email a resume and cover letter quoting competition #2012.042 in the subject line, to Jaimie Willows at CLBC.HumanResources@gov.bc.ca

NOTE: An eligibility list may be established.

Closing Date:	May 30, 2012
Contact:	Jaimie Willows
Email:	CLBC.HumanResources@gov.bc.ca
Address:	7th Floor – 1200 West 73rd Avenue, Vancouver, BC V6P 6G5