



Auxiliary Job Posting – Comp. # 2012.005

Position:	Team Assistant
Reason for posting:	This is an auxiliary position to backfill a maternity leave. NOTE: Auxiliaries may cover vacancies such as maternity, vacation, sick or long term leaves of varying lengths.
Organization:	Community Living British Columbia (CLBC)
Location:	Burnaby
Region:	Fraser Region
Term / Status	Temporary / Casual
Eligibility:	Open to internal and external applicants
Classification/Salary:	Clerk 9 / \$19.99 to \$22.62 hourly

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 '**Good lives in welcoming communities**'.

The Role – Team Assistants report to the Supervisor of Administrative Services and serve as a first point of contact and the public face of the Community Planning and Development (CP&D) office and as such, is in regular contact with a wide variety of people from families, to community partners, and other professionals in the community. The position operates in a 'semi-paperless' office environment and has primary responsibility for other establishment and ongoing maintenance of client records. The position also provides reception, telephone, secretarial and administrative support to the CP&D office.

Qualifications – Grade twelve diploma or equivalent education with at least three years administrative support/secretarial experience/training. Experience with standard computer applications – MS Word, Excel, Windows, and the internet. Performs other related duties as required to meet operational requirements. For a complete list of qualifications and duties please click on the link to the complete job description.

Successful applicants are subject to a Criminal Record Check (Criminal Records Review Act).

How to apply - Interested applicants are encouraged to e-mail a cover letter and resume to: Jaimie Willows at CLBC.HumanResources@gov.bc.ca quoting **Competition #2012.005** **NOTE:** An eligibility list may be established.

Closing Date:	February 13, 2012
Contact:	Jaimie Willows
Email:	CLBC.HumanResources@gov.bc.ca
Address:	7th Floor – 1200 West 73rd Avenue, Vancouver, BC V6P 6G5