



Auxiliary Job Posting – Comp. # 2012.037

Position:	Team Assistant
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:	Dawson Creek
Region:	North
Term / Status	Temporary / Casual
Eligibility:	Open to internal and external applicants
Classification/Salary:	Clerk 9 / \$19.99 to \$22.62 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 – 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 the 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.

How to apply – Interested applicants are encouraged to email a resume and cover letter quoting competition #2012.037 in the subject line, to Jaimie Willows at CLBC.HumanResources@gov.bc.ca

Closing Date:	May 21, 2012
Contact:	Jaimie Willows
Email:	CLBC.HumanResources@gov.bc.ca
Address:	7th Floor – 1200 West 73rd Avenue, Vancouver, BC V6P 6G5