



Job Posting – Comp. # 2012.036

Position:	Supervisor, Executive Administrative Services
Reason for posting:	This position is posted to fill a vacancy.
Organization:	Community Living British Columbia (CLBC)
Location:	Vancouver
Region:	Headquarters
Term / Status	Regular/Full time
Eligibility:	Open to internal and external applicants
Classification:	Excluded (under review)

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 – Reporting to the VP, Policy and Program Development, the Supervisor, Executive Administrative Services is responsible for developing, organizing and supervising Executive Administrative Assistants in providing administrative support to CLBC Headquarters. This position also provides confidential administrative support to the executive team when dealing with sensitive materials. The position works as part of the executive administrative support team and is proactive in managing emerging issues and changing priorities using sound judgement, assessment of the urgency and importance of various issues requiring the attention of the executive team.

Qualifications – Grade twelve diploma or equivalent education required and the completion of a Business College or secretarial course, OR five years related experience, education and/or training. (e.g. clerical or administrative support and experience/training in keyboarding and other standard computer applications (word processing, spreadsheets, data bases and the internet) Minimum of three years recent supervisory experience is required. Experience working in an executive office environment supporting senior executive.

For a complete list of qualifications and duties please view 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 email a resume and cover letter quoting competition #2012.036 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