



Auxiliary Job Posting – Comp. # 2012.006

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:	Courtenay
Region:	Central/Upper Island
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. Travel may be required based on operational requirements of CLBC. Use of own vehicle on expenses.

How to apply – Interested applicants are encouraged to email a resume and cover letter quoting competition #2012.006 in the subject line, to Jaimie Willows at CLBC.HumanResources@gov.bc.ca

Closing Date:	February 14, 2012
Contact:	Jaimie Willows
Email:	CLBC.HumanResources@gov.bc.ca
Address:	7th Floor – 1200 West 73rd Avenue, Vancouver, BC V6P 6G5