



Internal/External Job Posting

Program Assistant, PWWS Program

Burnaby/Hybrid

POSITION: Program Assistant

DEPARTMENT: Employment, Language and Social Enterprise Services

POSITION FUNCTION:

This position is responsible for providing support to the program, coordinator, staff and clients through effective, timely performance of administrative and clerical duties.

QUALIFICATIONS:

- Certificate or diploma in business administration, office management, or a combination of work and appropriate office administration experience
- Current and satisfactory Criminal Record Check required

DESIRED SKILLS AND QUALIFICATIONS:

- Experience providing administrative or clerical support including data entry skills
- Excellent customer service skills
- Strong interpersonal and written communication skills
- Strong organizational and time-management skills
- Ability to work independently and in a team environment
- Proficiency in Microsoft Office suite, Teams, publishing software, databases, and the ability to operate standard office equipment
- Tactful, discreet, diplomatic, patient, flexible and possesses cultural sensitivity and excellent judgement in decision-making
- Strong attention to detail

KEY RESPONSIBILITIES:

- Perform administrative tasks: answer inquiries about the programs/projects; file documents; produce documents and spreadsheets; order office/program supplies and maintain inventory if necessary; code invoices, enter/record financial data and other data, track applicants and update data base.
- Support clients: register them; maintain client records; provide information/referrals and orientation; additional support as assigned
- Support Employment Service Advisors: assist with pre-screening applicants and employers, ensure intake forms are completed, schedule meetings, prepare and/or assist with correspondence, presentations, marketing, reports, and surveys
- Research and compile information and data
- Maintain and provide statistics on participant and employer progress
- Maintain client files to proper standards

HOURS: Full-time, 35 hours per week

STARTING PAY: \$22.30-\$25.10 per hour, commensurate with level of experience and qualifications

A competitive benefits package is provided with contracts of at least 1 year in length and which offer a minimum of 17.5 hours of work per week.

HOW TO APPLY: Please apply via email. In the subject line of your email, please type:
"Your Name – Program Assistant, PWWS Program"
Please submit a cover letter and resume in PDF/Word format.

Email both the cover letter and resume to
employmentprograms@mosaicbc.org

DEADLINE: Until position is filled.

NOTES: Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

POSTING DATE: August 5th, 2022



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