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IMMIGRANT SERVICES SOCIETY of British Columbia

Administration

Language College and Career Services

#501-333 Terminal Ave., Vancouver, B.C. V6A 2L7 Tel: (604) 684-2561 Fax: (604) 684-2266 E-mail: iss@issbc.org

Welcome House

Settlement Services

530 Drake Street, Vancouver, B.C. V6B 2H3 Tel: (604) 684-7498 Fax: (604) 684-5683 E-mail: settlement@issbc.org

NOTICE OF JOB VACANCY (Posted: January 28, 2010)

Position:

PROGRAM ASSISTANT – NEW WESTMINSTER SITE

English Language Services for Adults (ELSA) Program

Maternity Leave Replacement (8 ½ months)

Evening position, 17 hours per week

Replacement Period: February 15, 2010 to October 31, 2010

Position Purpose:

Under the supervision of ELSA Manager, performs reception duties and provides strong clerical/administrative support in the day-to-day operations of ELSA program. Oversees client registrations, maintains records and files and enters data using required database programs. Performs other related duties as assigned.

Qualifications:

- Strong computer abilities (Windows, Internet, Microsoft Word, Excel and database programs)
- A minimum of 1 year office/administrative experience
- Good spoken and written communication skills in English, additional language an asset
- Strong interpersonal and telephone skills for dealing with clients and staff from diverse backgrounds
- Organized and able to complete tasks based on defined priorities
- Client-centered, service-oriented and a team player
- Attention to detail and willingness to take initiative

SUBMIT RESUMES TO:

Human Resources
Immigrant Services Society of BC
#501-333 Terminal Avenue,
Vancouver, BC V6A 2L7
Fax: (604) 684-2266
E-mail: khim.tan@issbc.org

CLOSING DATE:

Wednesday, February 10, 2010

SALARY RATE:

\$15.00 per hour (Grade 3)

*** * MUST BE ELIGIBLE TO WORK IN CANADA * ***

*** * ONLY THOSE SELECTED FOR INTERVIEW WILL BE CONTACTED * ***

One of the 75 Best Workplaces in Canada ranked by Great Place to Work Institute® in 2009, ISSoBC offers to eligible staff an outstanding medical and employer-matched RRSP benefits and includes regular wage increments based on length of service. ISSoBC is an equal opportunity employer.

ELSA Richmond

#150-8400 Alexandra Road
Richmond, B.C. V6X 3L4
Tel: (604) 233-7077
Fax: (604) 233-7040
elsa.richmond@issbc.org

ELSA Tri-Cities

#136-3030 Lincoln Avenue
Coquitlam, B.C. V3B 6B4
Tel: (604) 942-1777
Fax: (604) 942-1780
elsa.tricitities@issbc.org

Richmond Career Centre

#150-8400 Alexandra Road
Richmond, B.C. V6X 3L4
Tel: (604) 233-7031
Fax: (604) 233-7036
rcc@issbc.org

Surrey Multilingual Employment Resource Centre

#201-7337 137th Street
Surrey, B.C. V3W 1A4
Tel: (604) 595-4021
Fax: (604) 595-4028
multi-erc@issbc.org

Settlement Services

#207-7355 Canada Way
Burnaby, B.C. V3N 4Z6
Tel: (604) 395-8000
Fax: (604) 395-8003

#100B-3020 Lincoln Avenue

Coquitlam, B.C. V3B 6B4
Tel: (778) 284-7026
Fax: (604) 942-1730

#301-321 6th Street

New Westminster, B.C. V3L 3A7
Tel: (604) 525-9144
Fax: (604) 524-9455



Working with immigrants in our communities



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