

**NOTICE OF JOB VACANCY (Posted: November 16, 2015 – November 23, 2015)****Job Competition #: 2015-Settlement-07****Position:** **Client Service Assistant**  
Settlement Services – Drake Street Location  
Temporary full-time position at 35 hours per week, Monday-Friday  
Starting immediately to March 31, 2016**Summary:**

This position is responsible for providing administrative support and reception at a designated ISSofBC Immigrant Services Centre. The incumbent will perform such activities as: providing information to clients and internal contacts regarding available services; inputting client and program information and statistics into centralized database; gathering supporting documentation and preparing purchase orders and cheque requisitions for signature; and performing clerical and reception duties.

**Qualifications:**

Completion of a certificate or diploma in office administration, business or related discipline supplemented by a minimum of one (1) year of related experience preferably in a relation social service field; OR an equivalent combination of education, training and experience acceptable to the employer. Fluency in a second language is an asset.

**Skills and Abilities:**

Ability to communicate effectively in both written and oral English;  
Demonstrated ability to deal effectively and courteously with clientele, staff and the public who are from differing cultural and linguistic backgrounds;  
Demonstrated proficiency in all aspects of Microsoft Office software and experienced in entering information into databases;  
Demonstrated ability to manage time and resources effectively;  
Ability to set and maintain boundaries with clients and manage self-care;  
Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets;  
Possession of and the ability to maintain a clear provincial criminal record check;  
Ability to carry out the duties of the position.

**Email applications must include “2015-Settlement-07” in the subject line and can be sent to:**  
[jobs@issbc.org](mailto:jobs@issbc.org)

**Closing Date:** By 12 noon, Monday, November 23, 2015

**Salary Rate:** \$15.91 per hour

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.

ISSofBC offers to eligible staff an outstanding medical and employer-matched RRSP benefits.