



Job Posting

Date Posted: **April 6, 2016**
Job Title: **Better at Home Assistant**
Job Number: **1572**
Department: **Settlement and Community Programs Department**
Classification: **Administrative Assistant - Punjabi Speaking**
Position Type: **Regular Part-Time, 28 hours weekly**
Salary Range: **Grid Level 10 – (\$16.81 - \$19.58 per hour)**
Start Date: **ASAP**
Reports to: **Manager of Settlement and Community Programs Department**

DIVERSEcity Community Resources Society is accepting applications for a full-time position of **Better at Homes Assistant**. Candidates need to demonstrate proficiency in all aspects of both English and Punjabi is a must that include listening, reading, writing and speaking.

The position includes advanced knowledge of senior's issue and recent experience working with seniors within the last year. Is responsible to book clients and completes intake forms for Better at Home sessions, workshops and individual appointments with volunteers or clients. Assists and collects, type, and edit program correspondence including invoices, donation requests, and other documents, answer phone calls and inquiries from seniors and others. Tracks program expenses and services, performs clerical functions such as photocopying, faxing, mailing, and scanning and provides and support clients with intake forms. Assists with internal and external program promotions and client follow-up and surveys and compiles and organizes program statistics, files, and resource materials. All other duties are outlined in the job description.

The successful candidate holds a certificate in Office Administration and a minimum 1 year recent experience in an office environment or a combination of experience and education is required. Strong written and spoken English communication skills. Has excellent computer and Internet skills (advanced knowledge of MS Office, Excel and other databases) is competent with office equipment, procedures and business communications. Have a professional telephone manners and interpersonal skills with an ability to work cooperatively within a team. Has excellent organizational and time management skills and cross cultural competency and a strong attention to detail.

If you are interested in this position, please send a cover letter and current resume by **Wednesday, April, 13, 2016** to:

Chanchal Sidhu, Manager of Settlement and Community Programs Department
DIVERSEcity Community Resources Society
13455 76 Ave, Surrey, BC V3W 2W3
E-mail to csidhu@dcrs.ca
Website: www.dcrs.ca

No phone calls please.
Please note that only shortlisted candidates will be contacted.
A Criminal Record Check is a requirement of Employment.

DIVERSEcity is an equal opportunity employer. This posting is open to male and female applicants and requires Union membership.