

NOTICE OF JOB VACANCY (Posted: April 18, 2016 – April 25, 2016)**Job Competition #:** 2016-RAP-06**Position:** **Service Assistant**
Resettlement Assistance Program (RAP) - Drake/Victoria Drive
Full-time position, 35 hours per week, starting immediately through to March 31, 2017**Summary:**

Reporting to the Manager - RAP, and under the daily oversight of the Assistant Manager, assists the RAP team in implementing routine administrative procedures and tasks to ensure smooth day-to-day operations of RAP. Maintains client files and schedules, and ensures completeness and accuracy of electronic files. Does clerical work such as data entry, filing, scanning, copying, handling fax, running data queries, etc.

Qualifications:

- Grade 12 education. Certification or diploma in office administration from a training institution recognized by the employer, supplemented by one (1) year experience in general office clerical work OR an equivalent combination of education, training and experience recognized by the employer.
- Demonstrated proficiency in using Windows applications, software, databases and Internet.
- Demonstrated ability to communicate effectively in both written and oral English.
- Good interpersonal skills for dealing with visitors, callers and internal staff who come from diverse backgrounds and at various levels of the organization.
- Ability to operate related equipment.
- Must possess and be able to maintain a clear BC Criminal Record Check.

Applications must include "2016-RAP-07" in the subject line and can be sent to: jobs@issbc.org

Closing Date: By 12 noon, Monday, April 25, 2016

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.

ISS of BC offers to eligible staff an outstanding medical and employer-matched RRSP benefits.