



**Internal/External Job Posting**  
**Interpretation Services Clerical Assistant**  
**Interpretation Services**  
**Vancouver Location**

**POSITION:** Interpretation Services Clerical Assistant  
**DEPARTMENT:** Interpretations Services

**POSITION FUNCTION:**

Under the direction of Manager of Interpretation Services, the Interpretation Services Clerical Assistant is responsible for intake and report form processing, data entry and data processing, invoicing, and ensuring the timely and efficient delivery of interpretation services.

- Processes Accounts Receivable and Accounts Payable.
- Data entry and data processing.
- Verification of information on report forms and subsequent clarification of inconsistencies. Clarification of policies, procedures, and expectations as they relate to Accounts Receivable and Accounts Payable.
- Assists Interpretation Services Administrators as well as Interpretation Services Manager, as assigned.
- Processes and distributes invoices.
- Prepares and mails out information packages.
- Organizes, files, photocopies, and other maintenance as required of departmental materials, invoices, intakes, all account information, and other correspondence.
- Undertakes other duties, as assigned by the supervisor.

**QUALIFICATIONS:**

- Completion of Grade 12 as well as accounting courses and related work experience.
- Office work experience and excellent knowledge of office equipment including computer hardware and software.
- Good communication and cross-cultural skills. Excellent English skills (written and verbal).
- Excellent inter-personal and conflict resolution skills.
- Pleasant telephone manner.
- Ability to work independently and as part of a team, and to organize workload efficiently.
- Highly organized and able to work under tight timelines and high pressure environment.
- Office work experience and knowledge of office equipment.
- Fluency in a second language considered an asset.

**HOURS:** 35 hrs per week  
(1-year contract with possibility of extension)

**STARTING PAY:** \$23.43 – 26.43 per hour

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.

**RESUMES TO:** MOSAIC  
Attn: Bessy Ferris, Manager MOSAIC Interpretation Services  
Email: [bferris@mosaicbc.org](mailto:bferris@mosaicbc.org)

**DEADLINE:** Ongoing 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.

(If posting an acting position which is currently filled, please consider adding: This position is currently being filled by an incumbent.)

**POSTING DATE:** March 14, 2022



*MOSAIC is committed to promoting equal employment opportunities for all members of the community*