



Service Assistant Global Talent Loans

At ISSofBC we believe in:

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

About Global Talent Loans

The **Global Talent Loans Program** supports skilled immigrants and refugees to fast-track their re-credentialing and employment journey in British Columbia. We do so by providing low-interest loans to cover for recredentialing coursework and exams, free customized one-on-one career coaching, group and self-paced online learning on career development and standards in BC, local connections to mentors and skilled professionals, and on-site employer tours and networking events.

In Global Talent Loans, we believe that with career support from our Case Managers, Resources Advisor, and Employer Relations Specialists, all our clients can pursue their chosen profession here in BC. Our services are tailored to your individuals' education, training, and professional experiences.

As a **Service Assistant**, you will report to the Manager of Global Talent Loans Program and perform reception and administrative support functions for the program. Screen, register, and set up appointments for clients. Assist in the areas of program marketing, job matching, resume development, client follow-up, database maintenance, record-keeping, and event/workshop preparation. Maintain records and files using the required software program and enters data using the required database program. Ensure that the database of local vocational and career training programs is kept current. Provide word processing for the program including general correspondence, training and job search-related correspondence.

How You'll Make a Difference

- Performs reception and clerical duties related to the Global Talent Loans Program including word processing, filing, copying, faxing, processing mail, collating documents, and receiving visitors. Responds to and transfers phone calls as required.
- Enters client service record information into a centralized data base. Once entered, updates and maintains information in the data base.
- Generates contractual program-specific statistical reports and any other reports at the request of the Manager.
- Prepares and updates program information and marketing materials, including desktop publishing and production; arranges translations of marketing materials as needed, for distribution to the ethnic media.
- Assists counsellors in preparing logistics for the conduct of information sessions, workshops, and marketing activities. Under specific instructions, conducts follow-ups with clients.
- Assists counsellors in providing job leads/job postings to clients, matching clients with suitable jobs and providing follow-up assistance or coaching to clients.
- Prepares purchase orders and cheque requisitions for signature by the Manager ensuring that all supporting documentation is provided. Process signed documentation to Finance in a timely manner and according to established procedures.
- Contacts internal/external case managers, ISSofBC staff, service providers, community organizations, employers, professional associations, and educational institutions to obtain or provide information and build positive working relationships.

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

HEAD OFFICE: 2610 Victoria Dr. Vancouver, BC V5N 4L2

T: 604-684-2561

E: info@issbc.org

www.issbc.org



- Maintains and updates database of client information and vocational training, employment assistance programs, and job postings available in Vancouver and the Lower Mainland.
- Responds to reports of technical problems related to photo-copiers, fax machines, printers and computers. If unable to resolve the issue refers matter to Manager or appropriate department.
- Performs other related duties as assigned.

What You Bring

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 related social service field; OR an equivalent combination of education, training and experience acceptable to the employer. Fluency in a second language is an asset.

What Makes You a Change Maker

- Ability to communicate effectively in both written and oral English.
- Demonstrated ability to deal effectively and courteously with clientele, staff and the public 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.
- Possession of and the ability to maintain a clear provincial criminal record check.
- Ability to carry out the duties of the position.

ISSofBC Value Proposition

- Role Salary Range: \$21.03 - \$27.49 per hour
- Expected Starting Range: \$21.03 - \$22.32. Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually
- Three (3) weeks' vacation per calendar year
- Extended health and dental benefits
- Employer matched RRSP with contributions up to 5%
- Hybrid work opportunity

Proof of COVID-19 Vaccination is required.

ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.

If you are passionate about making a difference, apply now!

Start Date: December 1, 2022

Location: Varies

Position: Regular full-time position at 35 hours per week

Closing Date: open until filled

Email applications must include: "2022-GTL-04" on the subject and can be sent to: jobs@issbc.org.

Applicants must be eligible to work in Canada. **We will be interviewing qualified applicants on a rolling basis as we receive applications.**