

## CAREER POSTING

<b>POSITION:</b>	Administrative Assistant - HCA
<b>DEPARTMENT:</b>	Health Match BC/HEABC
<b>STATUS:</b>	Full-time
<b>SALARY:</b>	TBD
<b>CLOSING DATE:</b>	Until filled

Make the Health Employers Association of British Columbia (HEABC) your career destination. HEABC is a knowledge organization that stimulates innovation in BC health human resources and contributes to the sustainability of the health care system. Our mission, vision and values, combined with our strategic initiatives are what make HEABC a leader in strategic human resources in health care. We value integrity, respect, leadership, courage, excellence and teamwork. Join our highly talented team in a culture of learning, innovation and visionary thinking.

Health Match BC (HMBC), a division of HEABC, is a professional healthcare recruitment service funded by the Government of British Columbia. Within the last year, Health Match BC has expanded its role to deliver and lead a wide range of provincial recruitment initiatives for key Health Human Resource priorities throughout the province. Our team is growing and we are currently in need of strong leaders, who have a passion for customer service and community engagement, and a keen interest to contribute to a team of industry-experts making an impact across communities in BC.

For more information, visit [www.heabc.bc.ca](http://www.heabc.bc.ca) and [www.healthmatchbc.org](http://www.healthmatchbc.org)

### OPPORTUNITY:

The Administrative Assistant provides a variety of clerical and administrative support services in order to support the effective delivery of initiatives and projects aimed supporting candidates in becoming successfully registered with the BC Care Aide & Community Health Worker Registry.

The Administrative Assistant is responsible for collecting database information, compiling data/reports, providing support services to consultants and communicating with applicants and employers.

### Required Experience:

- Must consistently deliver exceptional client/customer service, communicating in a professional, friendly, and articulate manner.
- A high degree of accuracy and attention for detail with the ability to approach work with discretion, confidentiality, patience and tact.
- Ability to expertly manage demanding workloads and meet deadlines as required.
- Must be team focused, supportive, and foster a positive work environment.
- Excellent English-language communication and interpersonal skills.

### **Required Knowledge:**

- Successful completion of Grade 12 supplemented by Customer Service or business training.
- Three years of recent experience in a similar client/customer service or role, or a combination of education, training and experience.
- Intermediate to advanced knowledge of Word, Excel, Access, PowerPoint, and Outlook.

Previous knowledge and/or experience in a healthcare or administrative environment are preferred.

Along with a competitive salary, HEABC offers generous vacation, health, and pension plan benefits.

### **HOW TO APPLY:**

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your experience to:

**Human Resources, HEABC**  
**300-2889 East 12<sup>th</sup> Ave**  
**Vancouver, BC V5M 4T5**  
**Email: [careers@heabc.bc.ca](mailto:careers@heabc.bc.ca)**  
**Fax: 604-736-2715**

We wish to thank all applications for their interest and effort in applying; however, only those candidates selected for an interview will be contacted.