



CAREER POSTING

POSITION:	Executive Assistant/Project Coordinator
DEPARTMENT:	Health Match BC
STATUS:	Full-Time
CLOSING DATE:	Until filled

The Health Employers Association of British Columbia (HEABC) takes a provincial leadership role in human resources and labour relations issues management for more than 218 publicly funded health care employers. HEABC is responsible for negotiating six major provincial agreements covering more than 138,000 unionized health care employees covering nurses, health science professionals, ambulance paramedics and ambulance dispatchers, physician residents, and support workers in both facilities and community settings.

Health Match BC is a health professional recruitment service funded by the Government of British Columbia. Established in 1999, we have successfully assisted thousands of Canadian and internationally educated health care professionals to establish careers within the province's public health care system. We are currently seeking an Office Coordinator to oversee all administrative support functions within our fast-paced and energetic office.

For more information, visit www.healthmatchbc.org.

OPPORTUNITY:

Reporting to the Executive Director of Health Match BC, the Executive Assistant/Project Coordinator coordinates the administrative services for Health Match BC and its programs, ensuring day-to-day operations run smoothly and efficiently. The incumbent is exceedingly organized, demonstrates strong project management and organizational skills, is highly proficient in Excel and Microsoft Office, and is an excellent written and verbal communicator. The Executive Assistant/Project Coordinator also provides logistical, administrative and other support for the Executive Director (and designated alternates).

Required Knowledge and Experience:

- Diploma in Business Administration, Accounting or related discipline with a minimum of five (5) years recent related administrative experience.
- Advanced knowledge of business office software applications.
- Demonstrated attention to detail, excellent communications skills and an ability to conduct themselves at all times, with tact, discretion, confidentiality and patience.
- Ability to use judgment, independently prioritize work, coordinate a heavy workload, meet deadlines and be flexible.

Along with a competitive salary, Health Match BC 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 12th Ave
Vancouver, BC V5M 4T5
Email: careers@heabc.bc.ca

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