



## **Special Projects Worker - Administrative Assistant**

**Employment Type:** Full-Time Term (12 weeks)

**Location:** Burnaby, BC

**Wage:** \$18.98/hour

**Schedule:** Monday to Friday, 9:00 am – 4:30 pm (37.5 hours/week)

**Start date:** ASAP (position will run for 12 weeks from start date)

### **Who are we?**

*posAbilities* is a large community living non-profit organization based in Burnaby, BC. The organization provides a broad range of services to persons with developmental disabilities and their families. A team of over 600 employees includes community and residential support workers, community connectors, employment specialists, behaviour consultants, other professionals and a network of shared living contractors currently serves more than 1,200 children and adults in Metro Vancouver and other parts of BC.

### **Responsibilities:**

- Supporting the administration department with a discrete digital archiving project as well as with the daily tasks of the department. The digital archiving project will involve organizing and compiling an inventory of files to be archived, orchestrating transfer of files from a designated off-site facility, setting up a digital archive and transferring hard-copy documents to the digital archive.
- Assisting with a variety of tasks involved with the publication of annual outcomes management report.
- Providing project support for various programs and services or head office departments as needed.
- Providing front desk/reception support, responding to queries, electronic and manual filing, data entry.
- Collecting, sorting, and forwarding confidential mail to appropriate recipients/departments.
- Performing other general office duties, as assigned.



**Qualifications:**

- Successful completion of a Community College Diploma in Business Studies or related field or equivalent combination of education and experience.
- Preference will be given to candidates with at least one year of office/administrative experience.
- Knowledge of general office procedures, sensitive/confidential document handling, records management practices, and comfort with digital database use and other office software.

**COVID-19 considerations:**

To ensure health and safety of our employees and persons served, **posAbilities** is in full compliance with WorkSafe pandemic safety protocols. We provide personal protective equipment and practice physical distancing wherever possible at all work sites.

**How to Apply:**

Please email your resume and covering letter to: [careers@posAbilities.ca](mailto:careers@posAbilities.ca) or online at [www.posAbilities.ca](http://www.posAbilities.ca) . Please note while we would like to respond to everyone, only those applicants who are chosen for an interview will be contacted.