



Administrative Assistant

Employment Type: Full-Time Term (8 weeks) with potential for extension.

Location: Burnaby, BC

Wage: \$17.59/hour

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

Start date: ASAP (position will run for minimum 8 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:

The temporary administrative assistant will primarily work on a digital archiving project. The 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.

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 or online at 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.