



**Job Title:** Administrative Assistant  
**Position Type:** Full Time Term 37.5hrs/week - 8 week term  
**Position Term:** June 8, 2026 - July 31, 2026  
**Location:** Burnaby  
**Compensation:** \$22.94/hr

## **About Us**

*posAbilities* supports individuals with developmental disabilities to lead meaningful and healthy lives. We partner with local communities to provide a comprehensive range of person-centered services for individuals and the families who care for them. As one of BC's largest community living agency employing over 650 casual and regular staff we are committed to helping our employees experience joy, meaning, and beauty at work and to live life doing what they love.

We are currently seeking an Administrative Assistant to join our team at our Head Office in Burnaby.

## **About the Position**

The Administrative Assistant is part of the Administrative Team, accountable to the Director of Administration and directly supervised by the Manager of Quality Assurance and Training.

## **About YOU**

- Completion of Grade 12.
- Post-secondary education in Office Administration, a minimum one year of experience in general administrative and clerical support, or an equivalent combination of experience and education.
- Strong working knowledge of computer software Microsoft Word, Excel and Access.
- Demonstrated ability to type 40 w.p.m.
- Strong professional writing ability.
- Ability to operate multi-line telephone switchboard.
- Able to maintain calm demeanor/focus while subject to multiple interruptions.
- Ability to operate telephone, personal computer and other office equipment.
- Well-developed interpersonal communication skills, and able to deal effectively and pleasantly with the Public.
- Well developed, planning, organizing, and administrative skills.
- Ability to organize, work and carry out the duties of the position with initiative and independence.

## **COMPETENCIES**

- Good Concentration Skills - Precision and attentiveness are required in performing the duties of the job.
- Sound Judgment – Must be able to accurately assess situations and people

- Good Communication skills – Must be able to respond to requests from employees and members of the Public.
- Good Organizational Skills - Must be able to organize own workload and ensure Reception work area is clean, well-organized and relief personnel are able to access Reception file and information easily.
- Demonstrated Teamwork skills - Is expected to work cooperatively with others

### **What You'll Do**

Performs a variety of administrative duties, including but not limited to:

- Reviews and updates internal documents for consistency of form and format.
- Reviews and updates online documents to ensure consistency of logos, branding, hyperlinks, etc.
- Updates online person served database by scanning/organizing hard copy documents.
- Provides support to programs/services with other short-term administrative projects as needed.
- Maintains log of incoming faxes; distribution of incoming faxes in a timely manner.
- Programs multi line phone system as required and troubleshoots head office telephone equipment problems.
- Acts as liaison for service/repair people.
- Fills photocopiers and fax machine with paper, staples, and ensure they are in proper working order and that adequate supplies of consumables are available.
- Performs other duties as assigned.

### **How to Apply**

Interested parties please apply online at [www.posAbilities.ca/careers](http://www.posAbilities.ca/careers) or via email to [careers@posabilities.ca](mailto:careers@posabilities.ca)

*posAbilities* is committed to supporting good and full lives, for everyone. Our organization is a place where inclusion, diversity, equity and accessibility are integral to our culture and operations. Our goal is to support every person in presenting their true self within the communities where they live and work.

At *posAbilities* we are committed to fostering an inclusive workplace environment, and we actively seek to identify, eliminate and prevent barriers to employment, including those that may be within our hiring process. We recognize that individuals may require accommodations to fully participate in our hiring process. If you need assistance or accommodation at any stage of the process, please feel free to reach out to us for further assistance.