



Completion of Grade 12, plus completion of a program of up to one (1) year in secretarial training, business or office administration. Equivalent combination of education, training and experience will be considered. Must be proficient in Microsoft Office, multi-line switchboard, fax, photocopier and postage machines. Excellent people and communication skills.

Three years of recent related experience that includes reception and clerical functions is preferred.

#### **SKILLS & ABILITIES**

- Demonstrated ability to type 60 words per minute and operate a PC and related application software programs
- Ability to communicate effectively orally and in writing and to deal effectively with the public
- Ability to organize work and carry out the duties of the position with independence
- Ability to operate telephone switchboard and other office equipment.
- With at least one year's relevant work experience in the front-line
- Extensive computer and software skills
- Has knowledge on social assistance services as provided by the Ministry of Social Development

#### **JOB REQUIREMENTS AND EXPECTATIONS**

- Standard First Aid with CPR-C, and Dr's Note of fitness required
- Local Police search and Provincial Vulnerable Sector Criminal Record Clearance required
- Must have own vehicle and valid BC driver's licence
- Satisfactory record of driver's abstract

Efry actively promotes a program of employment equity and equal opportunity to ensure equal access to employment opportunity for all persons.

Interested candidates must submit a cover letter and resume to [humanresources@elizabethfry.com](mailto:humanresources@elizabethfry.com)

**Please note only short listed candidates will be contacted for interview. No phone calls please.**



