
BC FAMILY HEARING RESOURCE SOCIETY

Job Title: Program Assistant (Administrative Support)

Permanent Full Time Position: 35 hrs/week

Start Date: ASAP

**Work Site: BC Family Hearing Resource Society
15220-92 Avenue, Surrey BC**

Join a dynamic, dedicated, and supportive team of professionals.

A recent accreditation survey noted the following strengths about our organization: “Teamwork and dedication to service delivery, to meeting the needs of persons served, and to the organization are evident. There appears to be a strong rapport among management personnel, staff members, and families, with mutual respect being the focus of the relationships. Family members and other stakeholders who were interviewed were extremely satisfied and complimentary of staff performance, staff dedication, and the program’s professionalism.”

Job Summary:

To provide general office support and act as receptionist. Inputs, edits and retrieves data from Information Systems. Provide the required support services of the organization as requested. Provides general office duties such as filing and administrative procedures, word-processing and document report preparation and layout.

Qualifications:

The position requires: advanced MS Office skills: Excel, Outlook, Word and PowerPoint; Data Entry Experience. Excellent service skills and ability to work within a team are imperative. A Driver’s License is also required.

Salary Range: \$47,232.28 to \$51,455.84 (1.0 FTE)

This position also includes:

- Comprehensive Group Benefit Package
- Employee and Family Assistance Program
- Group RRSP/MPP Program Contributions
- Health Care Spending Account
- Access to Professional Development

Vancouver Satellite Centre

#262- 3665 Kingsway, Vancouver, BC, V5R 5W2
PH: 604-428-7949 FAX: 604-428-7950
EMAIL: info@bcfamilyhearing.com

Main Surrey Centre

15220 - 92nd Ave., Surrey, BC, V3R 2T8
PH: 604-584-2827 FAX: 604-584-2800
Toll Free: 1-877-584-2827
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Victoria Satellite Centre

#330-702 Fort Street, Victoria, BC, V8W 1H2
PH: 778-265-8909 FAX: 778-265-8908
EMAIL: vicinfo@bcfamilyhearing.com

Please forward resumes to:

Patricia Solivio, Administrative Coordinator
BC Family Hearing Resource Society
15220-92 Avenue
Surrey, BC V3R 2T8
Fax: (604) 584-2800
psolivio@bcfamilyhearing.com

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