



**BC PATIENT SAFETY
& QUALITY COUNCIL**
Working Together. Accelerating Improvement.

Position: Administrative Assistant

*1 year contract, Regular Full-Time (Maternity Leave replacement)
Vancouver, BC*

JOB SUMMARY

The Administrative Assistant will be a confidential administrative resource and perform various administrative functions in a dynamic team environment. The Administrative Assistant also serves as the Council's main receptionist and ensures the smooth functioning of the office. The role plays a vital part in organizing meetings and coordinating travel, venues, materials and logistics for events, including attendance at workshops.

CORE RESPONSIBILITIES

- Serves as the BCPSQC receptionist responding to in-person and phone inquiries.
- Ensures the office functions in an effective, efficient manner.
- Orders supplies required for office operations.
- Provides required administrative support, including typing and formatting correspondence and reports, taking and distributing meeting minutes, preparing presentations.
- Coordinates schedules, arranges required meetings and prepares needed materials and hosting.
- Assists in the coordination of events and workshops including on-site support.

QUALIFICATIONS

- High School Diploma, Administrative Assistant Certificate or Diploma, 3 years of experience or an equivalent combination of education and experience.
- Computer literacy with expert knowledge of Microsoft Office and Adobe Acrobat. Experience with updating web pages is an asset. Knowledge of office equipment e.g. printers, teleconference equipment, etc.
- Excellent interpersonal, communications (verbal and written), time management and organizational skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Able to refocus quickly after interruptions and work with a high degree of accuracy.

Send resume and cover letter by **Thursday, January 26** to:

Andrew Wray
awray@bcpsqc.ca

Short-listed candidates will be contacted; others will be kept in our database for future consideration.