

CAREER POSTING

POSITION:	Administrative Assistant, Nursing (Bursaries)
DEPARTMENT:	Health Match BC (HR Services and Strategy, HEABC)
CLOSING DATE:	Until filled

Come grow your career with the Health Employers Association of British Columbia (HEABC). We offer a competitive salary, hybrid work environment, excellent health & welfare benefits including pension, generous vacation leave and training and development opportunities.

The Health Employers Association of British Columbia (HEABC) takes a provincial leadership role in human resources and labour relations issues management for more than 218 publicly funded health care employers. HEABC is responsible for negotiating six major provincial agreements covering more than 138,000 unionized health care employees including nurses, health science professionals, physician residents, ambulance paramedics and ambulance dispatchers, and support workers in both facilities and community settings.

HEABC's Recruitment Solutions department has expanded its role to deliver and lead a wide range of provincial recruitment initiatives for key Health Human Resource priorities throughout the province. Our organization is growing and we are currently in need of team members who have a passion for marketing and a keen interest in making an impact across communities in BC.

For more information, visit www.heabc.bc.ca and www.healthmatchbc.org

OPPORTUNITY:

Reporting to the Manager, Nursing Recruitment - Navigation Services, the Administrative Assistant provides a variety of clerical and administrative support services in order to support the effective delivery of initiatives and projects aimed at supporting nursing candidates in becoming successfully registered and employed in British Columbia.

The Administrative Assistant will support the administration of financial incentives, and is responsible for reviewing applications, collecting database information, compiling data/reports, providing support services to consultants and communicating with applicants and employers.

Position Requirements:

- Must consistently deliver exceptional client/customer service, communicating in a professional, friendly, and articulate manner.
- Ability to expertly manage demanding workloads and meet deadlines as required with minimal supervision.
- Must be team focused, detail-oriented, supportive, and foster a positive work environment.

- Excellent English-language communication, numeracy, and interpersonal skills.

Required Experience:

- Successful completion of grade twelve (12) supplemented by human resources, customer service or business training.
- Three years of recent experience in a similar client/customer service role, or a combination of education, training and experience.
- Intermediate to advanced knowledge of Word, Excel, Access, PowerPoint, and Outlook.

This position is well-suited to an individual interested in pursuing a career in an interesting segment of the public sector, and who values the opportunity to make a positive public contribution through their work.

The successful candidate may be permitted to work in a hybrid model (combination of in-office and flexible work location) and must live within commuting distance of our Vancouver office. The successful candidate must be fully vaccinated against COVID-19; proof of Vaccination is required.

HOW TO APPLY:

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your experience to:

Human Resources, HEABC
300-2889 East 12th Ave
Vancouver, BC V5M 4T5
Email: careers@heabc.bc.ca
Fax: 604-736-2715

HEABC is committed to creating a diverse work environment that represents a variety of perspectives and skills, where all staff are treated fairly and equitably. We encourage qualified candidates from all races and ethnicities, all genders and sexual orientations, and persons with all abilities to apply. We take seriously our duty to create and sustain a culture that is healthy, accessible and rewarding for all staff, and recognize that the more inclusive we are, the better our work will be.

We wish to thank all applications for their interest and effort in applying; however, only those candidates selected for an interview will be contacted.