



Job Title: Settlement Office Support Worker

Job Summary: Primarily to be responsible for assisting the **PICS Settlement Team** with office and program duties.

Work Tasks and Responsibilities:

- Assist in maintaining Community Resources for new immigrants
- Direct newcomers to appropriate community services
- Work on computer as required
- Maintain safe and clean work area
- Answer the phone and direct calls appropriately
- Maintain files
- Photocopy materials as required
- Contribute to team efforts by accomplishing related results as needed
- Perform other duties as directed by the Supervisor

Settlement Skills and Abilities Required:

- Organizational Skills
- Effective Research Skills
- Verbal Communication Skills
- Microsoft Office Skills
- Listening Skills
- Team Work Skills
- Ability to work under pressure
- Professionalism, Open Minded, Flexible and Adaptable

Please send cover letter and resume to volunteer@pics.bc.ca

