



## SUMMER CAREER PLACEMENT JOB POSTING

Please note this position is subject to Canada Summer Jobs Funding approval.

**Job Title:** Administrative Assistant (Assisted Living)  
**Location:** Surrey Seniors Housing  
**Position:** Summer position for a maximum of 16 weeks - April 23, 2019 to September 01, 2019  
**Wage:** \$12.65 to 13.85 per hour; Full-time 35 hours a week  
**Conditions:** Must be able to work full-time from April 23, 2019 to September 01, 2019

**Job Summary:** Assist with administrative and office duties

### Work Tasks and Responsibilities

- Assist with accounting as required
- Perform basic accounting and human resource tasks as required Update HR filing system
- Assist with basic office duties such as typing, filing, photocopying, report writing, data entry, ordering office supplies, answering phones, etc.
- Assisting with and supporting the tenant admission process
- Assisting tenants with health care, pensions, benefits (and other relevant) queries and tasks.
- Supporting and working with the Adult Day Program and Activities Coordinators in planning, organizing and coordinating health care workshops.
- Other assigned duties as required

### Skills and Abilities

- Communication skills
- Work Independently
- Organized
- Detail oriented
- Interpersonal skills

### Level of Education and Experience

Enrolled in or interested in enrolling in a health care or social work program. Experience in or interested in gaining experience in community social services / non-profit sector.

### ELIGIBILITY

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**How to Apply:** Please submit a resume and cover letter to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca)  
Please include the job title in the email subject.

*(We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)*