

Job Posting:

Administrative Assistant

Clerk R9 – Permanent Full-Time

Salary: 42,059.60 – 47,440.52

Victoria, B.C.

**Would you like to contribute administrative excellence within an organization committed to ensuring fair treatment for all British Columbians?
If yes, consider joining our team!**

Reporting to the Executive Coordinator, the Administrative Assistant provides confidential administrative support services to the multidisciplinary Public Interest Disclosure (PID) and Systemic Investigation teams. The position may support projects of a sensitive or critical nature.

QUALIFICATIONS:

This position will be of interest to applicants who can demonstrate the required qualifications, including:

- Secondary school graduation or equivalent.
- Minimum one year experience working in an office setting in an administrative capacity.
- Preference may be given to applicants who demonstrate experience providing administrative support in a confidential environment.
- Preference may be given to applicants who demonstrate experience handling evidentiary documents in support of an investigatory/quasi-judicial body.
- Preference may be given to applicants who have experience working in the BC Public Service.
- Preference may be given to applicants who demonstrate experience with MS Office including Access and Visio, Adobe Acrobat Pro and Adobe Creative Suite.
- Demonstrated experience with word processing and database applications.

Complete qualifications, including competencies, are outlined in the job profile. The job profile and the required job qualifications grid are available in the posting found at

<https://www.bcombudsperson.ca/about/careers>.

This position is excluded from union membership. An eligibility list for temporary or permanent future opportunities may be established.

TO APPLY:

DO NOT submit your application for this position through the BC Government Hiring Centre website. Applications submitted through the BC Government Hiring Centre will not be considered.

To apply for this position you must submit a complete application package which includes three documents:

- 1) Your Cover Letter;
- 2) Your resume;
- 3) A completed job qualifications grid.

Your resume and job qualifications grid must clearly identify how your education and experience meet the position requirements. You must identify which positions you are relying upon to meet the criteria of experience requirements and how the position meets that criteria. In describing your education and experience, please pay particular attention to the position description including the competencies and selection criteria.

Your resume, cover letter, and qualifications grid may be evaluated as part of the screening process with respect to the position requirement to be able to communicate in writing in an effective manner.

Please complete and attach the required documents in Microsoft Word or PDF format to your e-mail submission. Only complete application packages received by the Office of the Ombudsperson by email through the competition mailbox identified by **12:00 p.m. (noon) (PDT) on Monday September 9, 2019** will be considered. Incomplete applications or late applications will not be evaluated or acknowledged, and only those applicants who pass all initial screening requirements will be considered for the next step in the selection process.

Your application package must be submitted by email to: Competition63971@bcombudsperson.ca

If you have questions related to the competition process, please contact Julia Vossen at JVossen@bcombudsperson.ca.

Competition Req #: **63971**

Closing Date: **Monday September 9, 2019 at 12:00 p.m. (noon) (PST)**

BC's Ombudsperson - <http://www.bcombudsperson.ca/>