

**Job:** Primary Care Network Administrative Assistant

**Start Date:** September 24, 2018

**Salary:** Commensurate with experience

**Job Details:** 19-week contracted position. 37.5 hours per week on average.

### Who We Are:

The Abbotsford Collaborative Service Committee (CSC) is an innovation of health care in BC, designed to support the capacity of health care providers in the community of Abbotsford to better provide health promotion/disease prevention and management of chronic disease services through the implementation and strengthening of the Primary Care Network. It is a partnership between the Abbotsford Division of Family Practice, Fraser Health Authority and Abbotsford Community Services.

### How We Work:

The CSC has a collaborative team environment that supports a respectful and professional workplace. It offers innovative work in a changing dynamic sector. We thrive in our positive and fun atmosphere. We build solutions for our community's needs.

### Position:

The Administrative Assistant would support the needs of the PCN Service Plan Development Project Management Team as a direct report and overseen by the co-chairs of the CSC.

The Administrative Assistant represents the Abbotsford CSC on local, regional, and provincial files and as such must act as an ambassador for the CSC at all times.

Key attributes for this position are meticulous attention to detail, highly organized, ability to take both direction and be self-initiating, plan out and prioritize work, meet deadlines, and have a positive attitude.

### Responsibilities & Primary Duties

Include the following, but are not limited to:

- Meeting scheduling & coordination
- Meeting minutes and reports
- Preparing materials for meetings
- Research
- Coordination of service plan materials
- Management of shared materials
- Other administration support as needed

## Qualifications

### *Preferred Education, Training and Experience*

- High school graduation plus related courses, such as administration
- 7 years related experience, preferably in the non-profit or healthcare sector
- Excellent interpersonal skills with proven diplomacy and customer service orientation.
- Excellent verbal, written and organizational skills, and attention to detail.
- Proven experience with meeting scheduling and logistics, preparing and distributing materials, and taking accurate minutes.
- Experience with efficient office organization, including establishing and maintaining electronic and paper files.
- Able to perform multiple tasks, balance priorities and meet deadlines.
- Able to work independently and as a member of the team.
- High proficiency in Microsoft Office Suite
- Knowledge of basic bookkeeping procedures

### Working Conditions:

The position has flexible work hours, with the some of the work being able to be done outside of the office. The incumbent may utilize the office space and utilize office resources as needed.

This incumbent may attend meetings as needed for reporting or resourcing which may or may not fall out side of regular business hours.

The Administrative Assistant will be provided a computer and email address for all business related to this work.

As a contractor of the Abbotsford Division of Family Practice this position will be bound by Division Policies and Process governed by Division Bylaws.

### Compensation:

As a contractor of the Division, this position will be compensated as outlined in the service agreement.

Submit your Resume & Cover Letter via email to: [dedwards@divisionsbc.ca](mailto:dedwards@divisionsbc.ca)

Attention: Danielle Edwards

Subject: PCN Admin