

Office Assistant III

Our Courtenay office is looking for a detail-oriented office assistant with good customer service skills to perform a variety of intermediate clerical and administrative duties.

What you'll do

As an office assistant you will:

- Transcribe and type a variety of materials including correspondence, forms, reports, and material involving technical and industrial terminology
- Receive telephone calls, provide general information, take messages, forward calls as appropriate, and receive and direct visitors
- Set up appointments for various medical examinations, make reservations for travel, and handle other logistics as required
- Obtain information from claimants, employers, or other parties as directed
- Perform a variety of clerical duties for occupational hygiene and occupational safety officers and support specialists
- Record Prevention notices, maintain appropriate files for Prevention, and distribute Prevention pamphlets, booklets, handouts, posters, and stickers
- Receive, open, date stamp, sort, and forward mail as required
- Perform routine clerical duties within the office, including filing, sending faxes, emailing, numbering mail and scanning on a daily basis or as needed

Is this a good fit for you?

We're looking for someone who can:

- Use Microsoft Word and Excel proficiently
- Type a minimum of 45 words per minute
- Provide outstanding customer service
- Obtain and record information both orally and in writing

Your education and experience:

- Recent, related work experience in a clerical role
- A minimum of grade 12 education

To apply

Visit www.worksafebc.com and select Careers to submit a resume and cover letter that details your characteristics, accomplishments, and prior work experience related to the requirements for the position. We can only accept applications submitted through our website.

Thank you, in advance, for applying. Unfortunately, we're only able to contact those whose applications we will be pursuing further.

We're an inclusive and accessible employer, committed to employment equity objectives, and we invite applications from all qualified individuals. Please note that this position is restricted to those legally entitled to work in Canada.

Closing date: November 3, 2016
Job type: Permanent, full-time