BC Women's Hospital + Health Centre (BCW) is the only facility in British Columbia devoted primarily to the health of women, newborns and families. It provides a broad range of specialized women’s health services that address the health needs of women of all ages and backgrounds. BC Women’s is one of the largest maternity facilities in Canada, with over 7,000 births a year, and is both the major primary and secondary maternity services provider in the Lower Mainland and the cornerstone of the provincial tertiary care system. As an academic health centre BCW’s mandate includes providing strong leadership in research and the education and professional development of health care professionals in areas related to the health of the populations we serve.

Administrative Assistant

Reference # 56466
Regular Full Time (1.00 FTE)
Start Date: May 23rd, 2017
Vancouver, BC

In accordance with the Mission, Vision and Values, and strategic directions of Provincial Health Services Authority (PHSA) which plans, manages and evaluates publicly and provincially funded health care services across BC, PHSA embodies values that reflect a commitment to excellence. These include:

- Respect people • Be compassionate • Dare to innovate • Cultivate partnerships • Serve with purpose

Children’s Health Centre (CHC) cares for the most acutely ill or injured children and youth, and offers a broad range of health services. Sunny Hill Health Centre for Children (SHHC) is a leading provincial health care provider specializing in services for children and youth with developmental disabilities from birth to age 19, works collaboratively with BCCH. BCCH and SHHC focus on the child and their family while supporting health care professionals in their community. BCCH also operates a wide number of specialized health programs, is a leading acute care teaching facility, and conducts research to advance health and health care knowledge through the BC Children’s Hospital Research Institute and in partnership with the University of British Columbia.

BCW and BCCH are agencies of the Provincial Health Services Authority (PHSA) which plans, manages and evaluates publicly and provincially funded health care services across BC. PHSA embodies values that reflect a commitment to excellence. These include:

- Empowering. • Tender. • Sensitive.

Qualifications

A level of education, training and experience equivalent to graduation from a recognized post-secondary administrative assistant/secretarial program, additional course work in advanced word processing, spreadsheet, and database applications, and four (4) years' progressive experience supporting senior level management.

Demonstrated ability to communicate effectively both verbally and in writing including the ability to work discretely in preparing and handling information of a confidential or sensitive nature. Ability to be discreet when handling human resource requests, time-sheets and follow-up maintenance.

Demonstrated ability to anticipate and prioritize work, work under pressure to meet deadlines and handle interruptions and changing priorities. Demonstrated ability to work independently and make decisions in support of appropriate actions in line with handling directives. Demonstrated knowledge and ability to utilize related equipment and computerized software packages such as word processing, spreadsheet, data base applications, scheduling, email and internet applications at an advanced level.

Demonstrated ability to record and transcribe minutes of meetings. Ability to type 60 words per minute.

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Demonstrated ability to work independently and make decisions to determine appropriate action to take in handling inquiries. Demonstrated knowledge and ability to handle interruptions and changing priorities. Demonstrated ability to work independently and make decisions in support of appropriate actions in line with handling directives. Demonstrated knowledge and ability to utilize related equipment and computerized software packages such as word processing, spreadsheet, data base applications, scheduling, email and internet applications at an advanced level.

Applicants will be accepted until the position is filled.

For more information on all that the PHSA has to offer, please visit www.phsa.ca.
For more information about the BC Children’s Hospital and BC Women’s Hospital & Health Centre, please visit the website at:

www.bccchildrens.ca and www.bcwomens.ca.

We invites you to apply by clicking the “Apply Online Now” button where you can register for the first time or enter your Username and Password in order to re-access your profile on our system.