

Mediate BC provides people with practical, accessible and affordable choices to prevent, manage and resolve disputes. It is the go-to hub for mediation. We are looking for a permanent full-time Administrative Assistant for our Roster Program.

Summary of Role and Responsibilities

Within the context of collaborative decision-making and in accordance with established vision and values of the organization, the Administrative Assistant works closely with the Roster Manager and with the other Roster staff as a member of the team to meet the goals of the Roster Program. The Administrative Assistant:

- performs coordinating, administrative and support functions for the Roster office
- provides assistance with applications to the Rosters, as well as annual status and insurance renewals
- maintains Roster mediator files, including accurate and timely changes to the mediator listings on the Mediate BC website
- assists with the mediator appointment process
- assists with website maintenance and other communication strategies
- maintains various databases specific to and/or related to Mediate BC Rosters for purposes such as data analysis, statistical reporting, benchmarking activities, developing and generating queries, preparing and compiling reports
- performs word processing duties; drafts forms, prepares/types letters, memos and reports
- maintains levels of stationery/office supplies and makes arrangement for office equipment maintenance and repairs
- assists with other projects as required

The Administrative Assistant works well both independently and in a team setting and is able to take on and manage projects and delegated functions from the Roster Manager as requested.

QUALIFICATIONS:

Mandatory qualifications:

- At least three years' recent related experience in similar role(s)
- Excellence in verbal and written communication skills
- Advanced computer literacy skills in spreadsheets, databases, graphics and word processing programs
- Superior ability to plan, organize and prioritize
- Ability to work under the pressure of interruptions and adapt to changes
- Attention to detail
- Ability to work both independently and as a member of a collaborative team
- Ability to problem-solve including applying acquired skills and knowledge to efficiently and independently resolve administrative issues/problems



Administrative Assistant, Roster Program
Job Description
July 7, 2017

- Ability to identify opportunities for change and to take initiative to make change happen
- Expertise with meeting and event planning and coordination
- Ability to build and maintain effective working relationships with internal and external stakeholders

Preferred qualifications:

- Office Administration Certificate, Secretarial training, or Business Communication training
- Able to take initiative in business process improvement
- Familiarity with Court procedures and mediation processes, including Family Mediation and Court procedures, an asset
- Knowledge of legal and alternative dispute resolution terminology an asset

Specifications:

Reports to: Manager, Roster Program

Hours: 35 hours per week, Monday to Friday with some flexibility in hours possible.

Salary: \$16-17 per hour depending on experience. Benefits offered after three-month probation period.

Location: Downtown Vancouver

Start date: August 28, 2017

Interested candidates please send a resume and cover letter to info@mediatebc.com with the subject line "Roster Administrative Assistant" not later than 10 am PST on August 15, 2017. No phone calls please.