

A CAREER BALANCING

WORK LIFE



CLERICAL OPPORTUNITIES

WorkSafeBC has various levels of clerical positions that involve a range of clerical duties including receiving calls from customers; preparing standard letters, e-mails, forms, and documents; maintaining and retrieving information from files and electronic records; filing, photocopying, and distributing materials; and other related duties as assigned. All candidates must have exceptional customer service skills.

You possess the following skills and qualifications:

- Typing – 25 to 40 wpm net
- Perceptual speed and accuracy
- Clerical aptitude
- Reading comprehension 12
- Keypad skills
- Numeric ability

Balance and wellness. As a leader in promoting healthy and safe workplaces, WorkSafeBC believes the health and wellness of our employees depends on a solid work-life balance. As a member of our staff, you'll have access to services that can help you get the most out of work... and life.

- **Health and fitness:** We offer many ways for you to keep healthy and fit. Our Richmond office includes a fitness program offering equipment and classes, and staff outside Richmond is reimbursed the cost of gym memberships.

More information on this position and information on how to apply is available at www.worksafebc.com/careers.