

A CAREER BALANCING

WORK LIFE



## SECRETARY II

The Secretary II is responsible for performing diverse and confidential secretarial and administrative support duties at the director level, and the areas reporting to this position. This position requires that the successful applicant apply extreme tact and discretion in handling confidential and sensitive information relating to WorkSafeBC policies and operations.

### As a qualified candidate, you're able to:

- Demonstrate an attention to detail and accurately handle many concurrent activities
- Recognize sensitive issues and maintain confidentiality
- Proficiently use Microsoft Office products including Word, Excel, and PowerPoint
- Type at 60 wpm net
- Demonstrate excellent written and verbal communication skills

### You possess the following experience:

- 5 Years of experience in a secretarial or administrative support role

### 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.
- **Self-funded leave:** Contribute 20 percent of your salary annually for four years, then take the fifth year off and use your accumulated funds.
- **Care and nurturing:** Take an unpaid leave of absence for the care and nurturing of your children.

More information on this position and information on how to apply is available at [www.worksafebc.com/careers](http://www.worksafebc.com/careers).

OPPORTUNITIES AT [worksafebc.com](http://www.worksafebc.com)

**WORK SAFE BC**

WORKING TO MAKE A DIFFERENCE