

**A CAREER
INSPIRING**

WORK



SMART

OFFICE ASSISTANT

As office assistant, you'll be responsible for performing a variety of intermediate clerical and/or stenographic duties.

As a qualified candidate, you're able to:

- 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. Receive and direct visitors.
- Set up appointments (including AB exams, MRI appointments, VSC appointments and PFI exams), make reservations and other arrangements, including travel, 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 including:
 - recording various accident-related data
 - updating officer's itineraries on a daily basis in a log book
 - answering routine enquiries concerning occupational health and safety matters.
- Provide registration forms to potential employers and assist employers with filling out the forms to ensure accuracy.

You possess the following skills:

- Proficiency with MS Word
- Type at 45 wpm
- Perceptual speed and accuracy
- Clerical aptitude

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.
- **Earned Time Off:** Start with three weeks vacation, plus the ability to add another 13 days off.
- **Care and nurturing:** Take leave in one or more periods to a maximum of five years for the care and nurturing of your children.

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

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

WORK SAFE BC

WORKING TO MAKE A DIFFERENCE