

Administrative Assistant

Impact Health Improvement Action Society and Healthy Heart Society of BC has an opening for an Administrative Assistant to support their ongoing work. The opening is a full-time, salaried position. It will suit people who have strong skills in the Microsoft Office suite, good interpersonal skills and a high level of organization. The work environment is casual, friendly, family and community oriented.

IMPACT BC (Impact Health Improvement Action Society of BC) is a not for profit organization specifically established to help improve the lives of people living in British Columbia by supporting improvement and innovation in healthcare. We do this by working across the health system to provide knowledge, mentoring and support for health system improvement and transformation, and by supporting key healthcare organization in their improvement efforts. We help accelerate change by promoting and cultivating evidence-based practice from improving patient care and by building capacity to turn ideas into action. A primary, but not exclusive, focus of our current work is primary care and chronic conditions.

Healthy Heart Society is a partnership between health care professionals and industry established to encourage and support the development of programs to reduce and prevent heart disease. It is an independent non-profit organization, registered as a society in BC. HHS works with partners, supporters, volunteers and health care professionals to reduce the impact of cardiovascular disease.

Role

The Administrative Assistant will be responsible for providing support to the Impact BC (75%) and Healthy Heart teams (25%). The duties of the position combine general administrative support, and event coordination.

The Administrative Assistant will report to the Director of Finance and Administration for Healthy Heart Society and Impact BC or her designate.

Training will be provided in QuickBooks, Adobe Connect Pro, and content administration on our internal intranet and updating the websites www.healthyheart.bc.ca and www.impactbc.ca.

Duties and Activities

The Administrative Assistant will be responsible for the following activities and responsibilities:

- Provide general office support including courier packages, word processing, computer support, collating, binding and photocopying for team members when requested.
- Provide relief support to the receptionist during absences.
- Coordination with the receptionist and executive assistant for new employee orientations and set up.
- Assist with Meeting and Workshop set up including: scheduling meetings in outlook, emailing and coordinating invitations, setting up web conference URLs and teleconference lines, prepare and print materials, setup boardroom for meetings, coordinate with receptionist on information for display board, order catering and direct upon arrival, clean meeting room following meetings, and email follow up to meeting participants
- Register designated team members, facilitators and participants for offsite meetings, conferences and events, arrange accommodations and travel for team members, facilitators and participants, as required
- Participate in administration, team and staff meetings offering constructive comments to improve productivity

- Process PO's for teams, prepare expense reports when needed, review invoices and expenses received from contractors and clarify or flag them based on knowledge of the trip and policies and procedures
- Track attendance and vacation of staff and provide HR with regular updates as requested
- Provide assistance with calendar, contacts when required
- Ensure and educate team compliance with all Society policies and procedures

Qualifications and Experience

- Proficient MS Office computer skills, primarily Word and Outlook are essential and a good working knowledge of Excel and PowerPoint are an advantage
- People who are good team players and demonstrate initiative, enthusiasm for work, strong interpersonal skills and the ability to learn quickly will be given preference
- Strong written and verbal communication skills are required
- Must have exceptional time management skills and work well in a fast paced environment
- Undergraduate degree or at least 3 years work experience in a similar position
- A good understanding of the BC healthcare system

Terms of Employment

This position is a full-time, permanent position from Monday to Friday, 9AM-5PM.

The salary is based upon the experience and qualifications of individual employees. Performance reviews are conducted annually.

Employees in this position are eligible to participate in the Societies' benefit program that offers health, medical and related benefits after a three-month probationary period is completed.

The position is based at the Impact BC/ Healthy Heart Society offices at #450-1385 West 8th, Vancouver.

The office is easily accessible by transit.

Application deadline is Wednesday February 10, 2010

No phone calls please, applications to be submitted via email jobs@impactbc.ca

We thank all applicants however only shortlisted candidates will be contacted.