



DOUGLAS COLLEGE

If loving what you do and being good at it is your definition of a great career
...welcome to Douglas

CAREER OPPORTUNITY

Position:	Office Assistant "On-Call"	Competition Number:	2012-015A
Department:	Various Departments	Classification:	Pay Levels 4 to 8
Location:	Various Douglas College Campuses/Satellite Work Locations	Salary Range:	\$18.14 - \$19.68 Hourly

Douglas College is a degree-granting college emphasizing personal and career growth through academic exploration. Our vision is to be the largest and most progressive baccalaureate degree-granting college in British Columbia. We believe the definition of a good career is loving what you do and being good at it. Here, we'll help you uncover new passions, new strengths and new dreams. We'll push you to be better and give you the support to learn, grow and become what you've always wanted to be.

The Role

[About Douglas](#)

[Working at Douglas](#)

[Full position profile](#)

[APPLY](#)

The Office Assistant contributes to the success of Douglas College and its community of learners by providing administrative support to a variety of departments while providing exceptional client-centred service on a consistent basis to all stakeholder groups.

To be successful in this role you will need:

1. A minimum of a high school diploma supplemented by a certificate in office administration. An equivalent combination of education and experience may be considered.
2. A minimum of one year experience in office administration.
3. Excellent interpersonal and cross-cultural communications skills including written and verbal fluency in the English language.
4. A demonstrated ability to:
 - provide professional and efficient client-centred service, in person, in writing, and over the telephone, with the College community and outside agencies.
 - contribute to a positive team environment.
 - keyboard at an intermediate level.
 - use computer applications such as Word and Excel at an intermediate level.
 - work with a minimum of supervision.
 - establish priorities and achieve deadlines.



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Work Arrangements

These **temporary on-call** positions are available on-going at all Douglas College campuses/satellite work locations (New Westminster, Coquitlam, Burnaby, Maple Ridge and Surrey). Hours of work are generally between 8:30 a.m. and 4:30 p.m., Monday to Friday. Occasional Saturday shifts are required. Scheduled hours range between 4 hours to 35 hours per week depending on the assignment.

What Douglas Offers

Douglas is one of the best places in Canada to help you do the work you love and be good at it. Our open supportive atmosphere, excellent salary/benefits package, including art gallery, theatre, on-site fitness and daycare facilities, and opportunities for professional development are just a few of the reasons you want to work here.

Interested applicants must ensure that a resume and cover letter is received in the Human Resources Department. **Please ensure your resume clearly explains how you meet the required knowledge, skills and abilities of the position for which you are applying.**

Qualified internal applicants shall be given first consideration in filling this position.