



Administrative Assistant – BC Municipal Safety Association

Regular Part-Time Position

The British Columbia Municipal Safety Association (BCMSA) is an independent, non-profit organization. Our mandate is to improve worker health and safety through the sharing of knowledge and resources across the province of B.C.; to be the health and safety resource of choice by ensuring our services follow the principles of being credible, responsive, customer-focused and innovative.

Reporting to the Manager of Audit & Training Services, you will be responsible for providing administrative support to BCMSA-facilitated training as well as the Certificate of Recognition (COR) Program for Local Governments. This 20 hour a week role will expand to 28 hours per week January 2020.

We are in search of an Administrative Assistant who has the ability to be a team player while being comfortable working independently, someone who has excellent written and oral communication skills, is able to manage multiple priorities effectively, is a highly organized analytical thinker and is known for their ability to establish and maintain effective working relationships. Having considerable knowledge of modern office practices including an intermediate to high level of proficiency in Microsoft Office as well as a strong grasp of business English are essential to thrive in this role. Preference will be given to candidates with more than 2 years administrative experience ideally in a public sector environment.

BCMSA offers a robust compensation package including a competitive salary, pension and an excellent benefits package. We offer a flexible work schedule. Our supportive work environment fosters a positive work culture.

If this looks like the opportunity to make a difference that you have been searching for, please forward your resume including a cover letter highlighting why you would be a excellent addition to our small team to czielke@bcmsa.ca by **4:00 p.m. Friday June 7, 2019**.

For further information regarding the BCMSA and the full job description please visit our website at www.bcmsa.ca/who-we-serve/careers/.