

**Administrative Assistant – Northern Partners in Care (NPiC)  
(Term, Part time, 21 hours a week)**

**Purpose:**

Reporting to the Northern Partners in Care Manager and working closely with the Northern Medical Program and other Administrative Assistants, the Administrative Assistant will maintain, and as necessary adapt and improve a system of administrative support for the efficient and professional functioning of the NPiC program. NPiC is an initiative that is at the forefront of health system improvement in BC. The NPiC initiative seeks to improve access to high quality care by citizens of Northern BC by focusing on improving the effectiveness of communications between family and specialist physicians.

**Duties and Responsibilities:**

Duties will include a broad range of administrative, clerical and financial support functions that meet the current and evolving needs of the NPiC Program:

- Reception: Provide responses to inquiries from the public, students, faculty and other internal and external contacts. This may include registration functions, handling cash and receipting.
- Handle and distribute both electronic and hard copy mail, including follow up to ensure responses have been made if necessary.
- Maintain and improve both electronic and hard copy filing systems and databases and produce reports as requested: This will require a level of knowledge of privacy issues, adherence to established systems to ensure confidentiality, and the review and destruction of files on a regular and appropriate schedule.
- Proofread, edit and format general or standard correspondence and written materials: May include drafting standard correspondence, web content or other materials for review or approval by a Supervisor, Manager, Dean or Director.
- Coordinate regular and special meetings and make room bookings and catering arrangements. Prepare agendas and attend at meetings for minute taking or record keeping as required.
- Provide occasional guidance, orientation and training to others as required.
- Assist in tracking and monitoring Departmental or Divisional budget(s), maintain financial records and produce reports as requested.
- Prepare financial and Human Resources documents as required.
- Ensure the maintenance and distribution of adequate office supplies and the proper functioning of all office equipment and arrange for orders and repairs as needed.
- Make travel arrangements and assist with travel claims.
- Assist in the planning of regular and special events.
- Provide occasional administrative or clerical support for departments other than the primary department(s) or division(s) to which the Administrative Assistant has been assigned, as and when reasonably requested.
- Other duties as assigned.

### **Qualifications:**

The successful candidate will possess a one year certificate/diploma in Office Administration and a minimum of two years of related work experience, preferably in an academic environment. Knowledge of medical office practices or terminology would be an asset. An equivalent combination of education and experience will be considered. Excellent organizational and communication skills are required. The ability to work independently in a busy and challenging, sometimes stressful, environment and the flexibility to assist where needed are essential. Outstanding interpersonal, time management and communication skills with a proven ability to problem solve and exercise good judgment are integral to this position, as well as the ability to work well within a team environment. Proficiency in word processing, database and spreadsheet software, (i.e. MS Word, Access and Excel) is required.

Normal hours of work will be between 8:30 am – 4:30 pm Monday to Friday. Flexibility is required within this time frame.

### **Salary:**

This position has been classified at Grade 5. The annual salary range for this position is \$42,406.00 – \$43,698.20, and the normal starting salary will be \$42,406.00.

### **To Apply:**

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education quoting competition #14-208CU to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)

Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.*

*We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

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**Applications will be accepted until 4:30pm Tuesday, December 11, 2014. Priority will be given to internal applications.**

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