

**Insurance Business Services Officer****WorkSafeBC, Richmond, \$26.96 - \$28.99/hr**

Looking for people who can: Make timely, independent decisions by applying law and policy to facts. Accurately record and explain detailed decisions verbally and in writing. Provide outstanding customer service. Independently and proactively manage a high volume and complex workload. Interact in a diplomatic, empathetic, and objective manner, and build rapport with individuals. Your experience and educational background: • A business-related degree or diploma is preferred • A minimum of two years of business and customer service experience with proven experience in independent decision making, analyzing facts and applying law, policy, or procedures to make decisions or customer solutions providing information, support, and solving problems? Must type a minimum of 40 words per minute • Proficient use of Microsoft Word. Apply by Feb 07, 2019. Mail: 6951 Westminster Hwy, Richmond, BC V7C 1C6; Online [www.worksafebc.com/en/about-us/careers/current-opportunities](http://www.worksafebc.com/en/about-us/careers/current-opportunities)

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Job Posted: January 12, 2019

**Unit Claims Manager, Property****INTACT Financial Corporation, Vancouver**

As Unit Claims Manager, Property, your purpose will be to manage the operations in the Claims Property unit in an effort to meet organizational objectives. You will provide technical expertise and leadership to ensure efficient and effective work processes and quality service, while ensuring continuous improvement. You will direct resources within budget and ensure adherence to corporate policies and standards. The requirements: • Leadership, Analytical, Planning and Organizational Skills • Superior communication skills and the ability to quickly adapt and drive change • Committed to delivering exceptional customer service • The ability to tackle various initiatives simultaneously • Previous experience using Xactimate estimating software is an asset • Prior leadership experience is an asset • Prior to receiving a job offer, you may be asked to consent to background checks if it's a requirement for the role. These checks could include: work references, education and credential confirmation, employment verification, identity check, credit report, criminal offence and driver's license record. Apply online by Feb 15, 2019 at [careers.intact.ca/ca/en/job/IFCOUS5050/Unit-Claims-Manager-Property](http://careers.intact.ca/ca/en/job/IFCOUS5050/Unit-Claims-Manager-Property)

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Job Posted: January 19, 2019

**Administrative Assistant****Baker Tilly WM LLP, Vancouver**

The Administrative Assistant will be an integral part of the team, interacting with clients, handling calls, assisting with office operations, typing financial statements, and providing administrative assistance to team members. Requirements: • 2-4 years of Administrative experience, preferably assisting senior executives • Outstanding communication skills, both verbal and written • Strong interpersonal skills and ability to build rapport with clients and all levels of staff • Highly organized, the ability to re-prioritize workload and adapt to changing circumstances, and strong time management skills • Strong attention to detail • Exceptional customer service skills • Highly proficient in MS Office Suite (Word, Excel and Outlook). Please indicate "Administrative Assistant" in the subject field. Mail: 900 - 400 Burrard Street. Vancouver, BC V6C 3B7; Email your cover letter and resume to [VancouverCareers@bakertilly.ca](mailto:VancouverCareers@bakertilly.ca) [www.bakertilly.ca/en/vancouver-british-columbia](http://www.bakertilly.ca/en/vancouver-british-columbia)

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Job Posted: January 19, 2019

**Administrative Assistant****Fine Signs Ltd., Surrey, \$23/hr**

This is a full-time permanent position at \$23/hr and 40 hours per week. Required language is English. Candidates will require one year of experience and minimum education of high school. Located at: Unit 105, 13119 84 Street, Surrey, BC V3W 1B3; Email [hr.finesigns@gmail.com](mailto:hr.finesigns@gmail.com)

Job Posted: January 19, 2019

**Administrative Assistant**  
**Perez McKenzie Immigration, Vancouver**

Qualifications: • Exceptional computer skills required; Advanced MS Office, internet research • Ability to work under pressure and meet deadlines • A college degree education • Strong organizational, oral and written communication and interpersonal skills • A minimum of 2 years of experience in a similar role (corporate, customer service and/or law firm experience) • Design & Marketing experience is an asset • Proficiency in Spanish is an asset. Apply by Jan 31, 2019. Email [info@pmimmigration.com](mailto:info@pmimmigration.com)

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Job Posted: January 19, 2019

**Administrative Assistant**  
**XYNYTH, Burnaby, \$31,000 - \$35,000**

Looking to add a new member to its team in the capacity of Administrative Assistant, based in our Burnaby Corporate Office. Requirements: • Completion of secondary education (high school) • Some post-secondary education preferred • 1-2 years of office and administrative experience • Experience using a multi-line phone system would be an asset • Strong communication skills, both written and oral • Ability to communicate effectively with people • Strong organizational skills and highly motivated with the ability to meet multiple deadlines in a fast-paced environment • Strong computer skills, (all MS Office products a must) • Good touch typing skills • Ability to function in an organized yet unstructured environment • Must work well independently, as well as part of a team • Detail-oriented with the ability to multi-task and deal with issues where necessary. Make sure the subject line reads "Administrative Assistant" [HRdept@XYNYTH.com](mailto:HRdept@XYNYTH.com) [www.XYNYTH.com](http://www.XYNYTH.com)

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Job Posted: January 19, 2019

**Administrative Assistant, F/T**  
**Chernoff Thompson Architects, (downtown) Vancouver**

This role is a position that works as part of a team based administrative support group providing administrative assistance to four Partners and the studio team of 32-35 persons. Working as part of a team to support all the project delivery personnel is important. The ideal candidate will have: • Strong English language & communication skills • Proficiency in Word, Excel, Adobe PDF • MS Project • Typing skills of min. 65/wpm • High level of attention to detail • Ability to meet tight deadlines • Ability to prioritize and complete work in a fast-paced environment • First Aid Certificate would be an asset • A university degree from a recognized Canadian Institution or equivalent is preferred. Email a cover letter and resume in PDF format by noon Monday, January 23rd, 2019 to [info@cta.bc.ca](mailto:info@cta.bc.ca)

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Job Posted: January 19, 2019

**Administrative Assistant/Recruiter**  
**Efficiency Solutions Comfort Services, Burnaby**

Looking for energetic enthusiastic professionals to work alongside our office staff. Handles communication by telephone, fax, and email. Provides administrative support to the executive director and managers as required. Qualifications • Completion of high school diploma plus at least 1 year of experience in a similar role • Superior customer service skills and proven ability to communicate effectively by email, phone or in-person • Must be computer literate, with proficiency in MS Word, Excel, and Outlook • Ability to set-up and maintain electronic and paper files • Outstanding attention to detail • Organized, resourceful and efficient. Mention in the subject line: Position you are applying for. Email: [hr@efficiencysolutions.ca](mailto:hr@efficiencysolutions.ca)

Job Posted: January 19, 2019

**Bilingual Customer Service Specialist (Spanish and English)****Hyperwallet, Vancouver, \$18/hr**

Assists prospective customers with product information and site navigation, as well as researches and resolves client inquiries verbally and in writing, and maintains technical support logs. Provides telephone, chat and email support to end-users, financial institutions and business partners. Answers customer queries regarding our product/services, account sign up; online transactions and balance inquiries. Qualifications: • Strong computer skills with the ability to type at least 40 words per minute (testing will be administered) • Education: High School is required, a business diploma is an asset • Fluent in both Spanish and English (oral & written) • Experience: 2 years in telephone customer support • Friendly, professional and outgoing personality • Proven ability to handle challenging customers in a professional manner • Experience with Internet, MS Word, Excel and Outlook • Experience with databases, such as MS Access is an asset • Strong analytical and problem-solving skills. Apply online at [app.jobvite.com/?cj=oB3d9fwK](http://app.jobvite.com/?cj=oB3d9fwK)

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Job Posted: January 19, 2019

**Clerk Typist 3, F/T Temp - 3 year term****City of New Westminster, Parks and Recreation, \$46,240 - \$54,294**

You will provide administrative support for two senior managers who lead the replacement of the Canada Games Pool and Centennial Community Centre project. Requirements: • Grade 12 graduation including or supplemented by courses in word-processing, typing and business plus considerable related experience • Experience with Microsoft Office 365, SharePoint and JD Edwards is considered an asset • Thorough knowledge of business English, spelling, punctuation, and arithmetic • Considerable knowledge of modern office practices and procedures • Considerable experience with filing management, including the development of filing systems and structures; virtual file management considered an asset • Minimum typing speed proficiency of 55 wpm • Proficient with taking minutes during committee meetings and ability to complete the minute taking process through thorough formatting. Send your resume quoting competition #19-12, by February 8, 2019 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or E-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca)

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Job Posted: January 19, 2019

**Complaints Assistant (Administrative Assistant)****The College of Physicians and Surgeons of BC, Vancouver**

Reporting to the clinical manager and in accordance with College policies and procedures, the complaints assistant is responsible for maintaining complaint files and providing clerical support for the daily activities of the complaints department and other College departments as needed. Required skills and qualifications include the following: ! successful completion of grade 12 supplemented by a two-year office administration diploma or equivalent combination of education and experience; post-secondary education is advantageous ! demonstrated ability to work under pressure and deal with diverse members of the public and the profession in emotional situations ! strong interpersonal skills required to successfully facilitate resolution to complex situations ! solid understanding of professional regulation and processes an asset ! a background in health care or familiarity with medical language is preferred ! working knowledge of Microsoft Office applications including Access, Outlook and Excel ! ability to organize and set work priorities ! ability to work both independently and as a team member ! ability to maintain a calm demeanor during busy or stressful times ! ability to exercise good judgment in recognizing scope of authority and protecting confidential information a must ! excellent critical thinking, analytical and problem-solving skills ! high level of attention to detail, with demonstrated ability to multi-task in a fast-paced environment ! excellent written and verbal communication skills ! excellent editing and proofreading skills ! previous experience interfacing with patients or the public is an asset ! previous experience with dictation

equipment is advantageous ! minimum typing speed of 70 words per minute. Apply by Jan 25, 2019. Mail: 300-669 Howe Street, Vancouver, BC V6C 0B4; Online at [www.cpsbc.ca/about-us/careers](http://www.cpsbc.ca/about-us/careers)

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Job Posted: December 15, 2018

**Customer Service / Operations / Accounting**  
**Lotus Terminals Ltd., Surrey**

This is an entry level position for someone who is looking to grow within the company. You'll be responsible for various tasks, every day can be different. Arranging freight with customers. Following up with vendors. Confirming charges. Invoicing. This is a role for someone who enjoys multi-tasking and being involved in various business functions throughout the day. [bringit@lotusterminals.com](mailto:bringit@lotusterminals.com)

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Job Posted: January 19, 2019

**Customer Service / Preflight Operator**  
**Dominion Blue Reprographics, Vancouver, \$16.50/hr**

Responsible for inputting data into production management system and preflighting orders prior to print production. Must have a good understanding of small and large format digital printing.? Must have good communication skills both verbal and written. Must have good math skills, ability to work in imperial and metric measurements.? Also, have a good understanding of the english language, both written and reading. Candidate must be outgoing, punctual and a team player. Ability to multi-task and be organized is essential. Must show quality input and will be conversing with customers over the phone and via email. Apply by Jan 31, 2019. Fax: 604-681-6618. Mail: 99 West 6th Avenue, Vancouver, BC V5Y 1K2; Email [employment@dominionblue.com](mailto:employment@dominionblue.com) [www.dominionblue.com](http://www.dominionblue.com)

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Job Posted: January 19, 2019

**Customer Service Representative/Recreation Cashier, Reg. P/T (20 hrs/week)**  
**North Vancouver Recreation & Culture (NVRC), \$21.66 - \$25.31/hr**

You will deliver excellent front line customer experiences by providing information to the public, providing program registration, collecting payments, and assisting with related administrative responsibilities. Qualifications and Requirements: Previous customer service experience and training, and cash handling experience is desirable. Knowledge of recreation registration software, MS Excel and Word would also be beneficial. All employees will be available to work at any North Vancouver Recreation & Culture location. All candidates are required to submit a Police Information Check as a requirement of the position prior to any appointment. Apply Online by February 4, 2019, Competition #19008P, at [www.nvrc.ca/employment](http://www.nvrc.ca/employment)

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Job Posted: January 19, 2019

**Filming Coordinator/Arts & Culture Assistant, P/T (8 hrs/week)**  
**City of Pitt Meadows, \$26.77/hr**

This is arts and cultural services work involved in filming coordination and assisting with arts and cultural community development. The film coordination work involves providing a variety of information and assistance to internal and external contacts relative to the requirements of filming applications and permits; explaining applicable by laws, rules and regulations; approving filming applications. The incumbent will coordinate the film process; providing information and assistance to a variety of internal and external contacts. The successful candidate will thrive within an Arts & Culture environment within the Cultural Services team. They will have High school graduation supplemented by administrative courses related to the work, plus sound related experience including filming and film permit processing, and public contact exposure; or an equivalent combination of training

and experience. A driver's license for the Province of BC is required. Apply online by February 7, 2019 at [www.pittmeadows.ca/city-hall/working-city/current-opportunities](http://www.pittmeadows.ca/city-hall/working-city/current-opportunities)

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Job Posted: January 19, 2019

**Front Desk/Administrative Support**  
**Crown Packaging, (13911 Garden City Road) Richmond**

The Front Desk/Administrative Support will report directly to the Human Resources Director and will provide administrative support to the HR Department. To be successful in this position, the candidate must be result oriented and have the demonstrated ability to effectively organize & prioritize workflow. Qualifications: • Post-secondary educations in an HR related field or equivalent • Office experience • Entry level experience in HR would be an asset • Customer Service experience would be an asset • Excellent verbal and written communications skills • Exceptional organizational skills • Proficiency in MS Office - Excel and Outlook. Email resume with position title in the subject to [hr@crownpackaging.com](mailto:hr@crownpackaging.com)

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Job Posted: January 19, 2019

**Human Resources Assistant**  
**Season Fresh Trading Inc., Coquitlam**

Assist in HR activities including recruitment, benefits administration, WorkSafeBC reporting, payroll support and special projects. Requirements: • Post secondary education in Human Resource Management or Business Administration • Relevant experience in human resources/office administration preferred • Excellent communication, interpersonal and organizational skills • Proficiency in Microsoft Word and Excel • Possession of a valid BC driver's license • Knowledge of BC Employment Standards and relevant statutes an asset • Fluent in English; knowledge of Chinese an asset. Apply by Feb 08, 2019. Email [hr@sftinc.ca](mailto:hr@sftinc.ca)

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Job Posted: January 19, 2019

**Office Admin Clerk**  
**National Safety Code Compliance Services, Surrey, \$13.50/hr**

The successful candidate will be professional, mature and able to handle a variety of administrative tasks on a daily basis. The responsibilities include general office duties such as; answering phones, filing, maintaining records, correspondence, photo copying, and preparing and scanning documents. Skills: • Knowledge of MS Office - Word, Excel, Outlook • Organized and detail oriented • Experience working with basic office equipment • Committed to producing quality work • Ability to work independently with minimal supervision and handle multiple tasks • Excellent computer skills with the ability to learn new systems easily and accurately • Proven ability to provide excellent customer service • Must be fluent in English and Punjabi • Some office experience will be an asset. Send your resume for review at [jobs@nationalsafetycode.com](mailto:jobs@nationalsafetycode.com)

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Job Posted: January 19, 2019

**Office Administration**  
**Cunningham & Rivard Appraisals Ltd., North Vancouver, \$15/hr**

Looking for a detailed and efficient office assistant to handle the commercial side of the business. The position involves providing clerical and administrative support and is a five day per week position, Monday to Friday 9:00 to 5:00. The office administration position provides a crucial and significant role in the operating of our company. This is a fast paced environment requiring an individual who has exceptional typing skills with a good balance of speed and accuracy at all times. Qualifications: • Successful completion of Grade 12 • Strong typing skills • Literacy and good verbal communication skills • Excellent interpersonal skills; must be able to deal with

individuals at all levels of the organization effectively and be able to interact with the public in a professional manner • Strong organizational skills; takes pride in a neat personal work space and pride in the product they are helping to create • Strong work ethic with commitment to quality. Positive attitude and willing to perform other duties as required • Strong computer skills; comfortable with the Microsoft Office as well as the ability to learn our database system. Send your resume and cover letter. Phone: (604) 985-8761. Toll Free: 1-800-452-5590. Fax: (604) 985-4198. Mail: Suite 200 - 1001 Churchill Crescent, North Vancouver, BC V7P 1P9

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Job Posted: January 19, 2019

**Office Assistant**  
**New Bridge Consulting Ltd., Richmond**

Perform a wide variety of office support tasks. Employment requirements: ! A Bachelor's degree is required; a relevant experience is an asset, on job training included ! Fluent speaking in English ; If fluent speaking in Mandarin (Chinese) and Cantonese would be an asset ! Exceptional written and verbal communication skills, via email, telephone, in-person meetings, etc ! Proficient in Microsoft Office: Word, Excel, PowerPoint. Apply by Jan 31, 2019. Contact: Liz Zhao. Mail: 221 - 4940 No.3 Road, Richmond, BC V6X 3A5; Email: [lizzhao@gmail.com](mailto:lizzhao@gmail.com)

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Job Posted: December 15, 2018

**Office Assistant - Mandarin/English, P/T (15-28 hrs/week)**  
**C2 Education Vancouver West, (Kerrisdale) Vancouver**

Req'd for a tutoring center in Kerrisdale and looking for a Bilingual Office Assistant (Mandarin / English) to help with administrative duties. The ideal candidate must love working with students and parents to help the students reach their academic goals. Requirements: • Proficiency in spoken and written English and Chinese Mandarin • Above College Diploma • Familiar with the Canadian education systems • Good communication and interpersonal skills. Submit your cover letter and resume. Mail: C2 Education Vancouver West, 5687 Yew St. Suite 305, Vancouver, BC V6M 3Y2; email [vancouver.west@c2educate.com](mailto:vancouver.west@c2educate.com) [www.c2vancouver.com](http://www.c2vancouver.com)

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Job Posted: January 19, 2019

**Office Manager, F/T**  
**Partners In Health Chiropractic, (22219 Dewdney Trunk) Maple Ridge**

Looking for just the right compassionate, organized, gentle but confident manager to help make our clinic shine and enable us to do our best to serve our community. Responsibilities include: • Making our patients feel valued and appreciated • Mastering "MRX" billing and booking software • Third party insurance billing • Assembling paperwork for third party insurers and lawyers. Preference given to those with experience managing a busy office, those with experience with MRX software and those valuing Chiropractic and Massage Therapy. Hand deliver your resume to the office and pass it along to Kim, Kennedy or Barb at the front desk. Will be interviewing early February

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Job Posted: January 19, 2019

**Operations Assistant, F/T**  
**TransCold Distribution Ltd., Delta, \$35,000**

Provides administrative support to the Operations and Sales Teams including data entry and the preparation of various reports including inbound and delivery load schedule and warehouse delivery recap. Acts as a liaison between the Operations and other internal teams. Runs pick tickets from system to warehouse. Prints customer invoices, separated by route and placed in designated spots. Required: • Minimum 1-3 years relevant experience as Admin/Operations Assistant • Intermediate to advanced Excel skills and proficiency with all Microsoft Office

applications • Excellent communication and interpersonal skills • Strong organizational and time management skills. Apply by Jan 31, 2019. Send a cover letter and an up-to-date resume to [cooljobs@transcold.com](mailto:cooljobs@transcold.com) [www.transcold.com](http://www.transcold.com)

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Job Posted: January 5, 2019

**Receptionist**  
**Baker Tilly WM LLP, Vancouver**

You'll be interacting with clients, handling calls, maintaining our front of office, and providing administrative assistance to team members. Please indicate "Receptionist" in the subject field. Apply by Feb 28, 2019. Mail: 900 - 400 Burrard Street. Vancouver, BC V6C 3B7; Email [VancouverCareers@bakertilly.ca](mailto:VancouverCareers@bakertilly.ca) [www.bakertilly.ca/en/vancouver-british-columbia](http://www.bakertilly.ca/en/vancouver-british-columbia)

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Job Posted: January 19, 2019

**Receptionist**  
**Epoch Environmental Consulting, Coquitlam, \$33,280**

Req'd for a hazardous materials and environmental consulting and analytical lab company seeking a Full Time Receptionist to perform reception duty and general administration. Qualifications: • Completion of a recognized post-secondary office administration program; • Post-secondary Science degree or medical office diploma, or certificate is desirable but not mandatory; • Word processing and/or data entry skills (this includes proficient keyboarding skills); • Ability to understand and follow specific instructions and procedures quickly, efficiently and accurately; • Skill in the use of operating basic office equipment such as computers using internet and MS Windows environment, fax, postal machine, Interac terminal, and such applications as MS Word, MS Outlook and MS Excel, MS Access, MS PowerPoint; • Mandatory Keyboarding speed of 45-60 wpm; • Good communication and interpersonal skills with walk in customers and co-workers; • Command of the English language verbally and written; • Minimum two years of related reception work experience an asset. Apply by Jan 25, 2019. Contact: Leanne Murakami. Phone: 604-339-4498. Mail: #100 - 42 Fawcett Road, Coquitlam, BC V3K 6X9; Email: [hire@epochenvironmental.ca](mailto:hire@epochenvironmental.ca) [www.epochenvironmental.ca](http://www.epochenvironmental.ca)

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Job Posted: January 5, 2019

**Receptionist/Office Admin - Entry Level**  
**Advinor CPA Ltd., (6321 King George Blvd) Surrey**

Tasks: • Answering phone and responding to email information requests • Be the point of contact for vendors and third-party service providers • Do regulars collections, payment processing, invoicing for customers • Assist in preparing /updating company policy and procedure documents • Assist in preparing /updating final client reports • Assisting with drafting standard letters, invoices, and reports. Send your cover letter and resume with your salary expectations and expected start date [connect@advinor.com](mailto:connect@advinor.com)

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Job Posted: January 19, 2019

**Retail Customer Service Rep**  
**Charlie's Chocolate Factory, Burnaby, \$13.50/hr**

Maintain a professional attitude with sincerity and enthusiasm reflecting Charlie's commitment to our customer - the most important person to us. Must have excellent English skills - both written & verbal. Must be able to work in a fast paced team environment with the ability to multi task. Can adapt to task changes or customer's requests as soon as needed. Comfortable looking up items on our website. Previous retail experience preferred Good math skills (money & numbers) Energetic & outgoing personality. Must be able to stand for long periods. We will not

accept phone calls or an email to any other company email address. Apply by Feb 28, 2019. Mail: 3746 Canada Way, Burnaby, BC V5G 1G4; Email with the subject as "retail": [ccfburnaby@gmail.com](mailto:ccfburnaby@gmail.com)

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Job Posted: January 5, 2019

**Telephone Operator Receptionist, Auxiliary / On Call**  
**City of Burnaby, RCMP, \$21.61/hr**

Looking for a Telephone Operator Receptionist to work on an on-call/auxiliary basis. This position primarily involves operating and answering a telephone system at the Burnaby Detachment of the RCMP. Specifically this position takes calls and transfers to the appropriate Department or individual, provides information and direction to the public over the telephone and performs various clerical duties. Qualifications include up to high school graduation including or supplemented by telephone/switchboard operation and typing training plus some related experience or an equivalent combination of training and experience. The successful applicant will have sound knowledge in the operation of a multi-line switchboard system; knowledge of Police Department operations and activities; a demonstrated ability to work in a team setting; strong written and verbal communication skills; Working knowledge of Versadex Police CAD and PRIME would be an asset but not required. Additionally, this position must obtain and maintain an RCMP Enhanced Security Clearance. Apply online by February 17, 2019, Competition No.: 2017-TOR, at [trr.tbe.taleo.net/trr01/ats/careers/requisition.jsp?org=CITYBURNABY&cws=1&rid=3312](http://trr.tbe.taleo.net/trr01/ats/careers/requisition.jsp?org=CITYBURNABY&cws=1&rid=3312)

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Job Posted: January 19, 2019