



## CAREER POSTING

<b>POSITION:</b>	Administrative Coordinator – Practice Ready Assessment - BC
<b>DEPARTMENT:</b>	Health Match BC/Practice Ready Assessment – BC (PRA-BC)
<b>STATUS:</b>	12-month maternity contract
<b>CLOSING DATE:</b>	Until filled

A division of HEABC, Health Match BC is a health professional recruitment service funded by the Government of British Columbia. Established in 1999, we have successfully assisted thousands of Canadian and internationally educated health care professionals to establish careers within the province's public health care system. It is responsible for the operation of the Practice Ready Assessment BC (PRA-BC) program that assesses internationally trained physicians for provisional licensure to work in communities throughout BC.

The PRA-BC program is currently seeking an Administrative Coordinator to oversee all administrative support functions within our fast-paced and energetic office. This is for a 12-month maternity coverage contract.

For more information, visit [www.prabc.ca](http://www.prabc.ca)

### OPPORTUNITY:

Reporting to the PRA-BC Program Manager and Clinical Director, the Administrative Coordinator coordinates the administrative services for PRA-BC ensuring day-to-day operations run smoothly and efficiently. The incumbent is exceedingly detail oriented, demonstrates strong organizational skills, is highly proficient in Excel and Microsoft Office, and is an excellent written and verbal communicator. The Administrative Coordinator also provides logistical, administrative, and other support services for the Executive Director of Health Match BC and external stakeholders, as needed.

You will be a strong communicator with a demonstrated ability to think critically, keep diligent records and collect and report financial and statistical data.

### Required Knowledge and Experience:

- Diploma in Business Administration, Accounting or related discipline with a minimum of five (5) years recent related administrative experience.
- Advanced knowledge of business office software applications.
- Demonstrated attention to detail, excellent communications skills and an ability to conduct yourself at all times, with tact, discretion, confidentiality and patience.
- Ability to prioritize and coordinate a heavy workload, meet deadlines and be flexible.
- Must be able to work independently and within a team.

## **HOW TO APPLY:**

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your experience to:

**Human Resources, HEABC**  
**300-2889 East 12<sup>th</sup> Ave**  
**Vancouver, BC V5M 4T5**  
**Email: [careers@heabc.bc.ca](mailto:careers@heabc.bc.ca)**  
**Fax: 604-736-2715**

We wish to thank all applications for their interest and effort in applying; however, only those candidates selected for an interview will be contacted.