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## JOB POSTING

<b>POSITION</b>	Administration Assistant - CDBC
<b>WAGE SCALE</b>	\$13.67 to 16.13 per hour
<b>HOURS OF WORK</b>	.6 FTE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>▪ Training in Office Administration</li><li>▪ Experience working in a health care or human service environment an asset</li><li>▪ Demonstrated experience with Microsoft Office software</li><li>▪ Ability to create, update, manipulate data and generate reports in a database environment</li><li>▪ Excellent interpersonal, oral and written communication skills</li><li>▪ Ability to work effectively in a team environment</li><li>▪ Proven ability to handle confidential material</li><li>▪ Satisfactory criminal record check.</li></ul>
<b>CLOSING DATE</b>	July 3, 2008
<b>APPLICATIONS TO</b>	Hiring Committee – CDBC Program Nanaimo Child Development Centre 1135 Nelson St. Nanaimo, B.C. V9S 2K4 Fax: (250) 753-5614 Email: <a href="mailto:info@nanaimocdc.com">info@nanaimocdc.com</a>
<b>POSTING DATE</b>	June 17, 2008