



BRITISH  
COLUMBIA

WorkBC

## EMPLOYMENT ADVISOR (30 hours per week)

The **EMPLOYMENT ADVISOR** is a skilled administrator, client advisor, and coach responsible for aiding job seekers through the cycle of unemployment.

The work includes, but is not limited to:

- Assisting employment clients in understanding and accessing a variety of employment interventions and supports that will address gaps in employment and readiness;
- Maintaining a high level of knowledge of the local employment, labour market information and general community services which will include the development of relationships with hiring managers, and other social service interagency;
- Maintaining strict control of client information and maintain records of interactions, interventions and client actions in a large and comprehensive digital database including data quality and key performance indicators of contracts;
- Develop effective working relationships with clients inclusive of building trust, providing directing towards achieving objectives and establishing accountability for goals and responsibilities;
- Maintain strict and high-level confidentiality of client information;

The ideal candidate will demonstrate:

- A strong business professional approach including a high level proficiency in computer applications, the MS Office, and knowledge and skills sufficient to learn complex databases and processes;
- 3 years of experience in professional office setting, and the attainment of a post secondary credential, ideally in Business, Counseling or Social Services.
- An acute attention to fine details ensuring data entry quality
- The ability to follow complex reliable methods, and develop internal process maps and instructions;
- An exceptional command of business writing to assist clients in developing accurate and well presented resumes and cover letters, as well as the ability to prepare reports of activities, develop reliable methods, and write rationales for supports.

The 2024 rate of pay is \$28.50 per hour to \$29.64 per hour.

This position is 30 hours per week scheduled during the hours of operation of Monday – Friday 8am-430pm and some alternate scheduling to accommodate evening operating hours on Wednesdays to 6pm.

To apply submit your resume and a cover letter to the following:

By Email

Sharan Jung, Manager

s\_jung@princetoncsc.com

Closing Date: April 30, 2024

Only candidates selected for interview will be contacted.

**No Phone Calls or In Person Inquiries Please**