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WorkBC

RESOURCE AREA FACILITATOR (FULL TIME)

The Princeton Skills Centre is a dynamic busy professional Employment and Training service office serving the community and area of Princeton, BC.

We are seeking an exceptional candidate for Full Time employment to join our small and efficient team.

The **RESOURCE AREA FACILITATOR** is an important member of the organization ensuring the smooth operation of the initial point of contact for all Skills Centre Employment and Training services contracts.

The work includes, but is not limited to:

- Assisting employment clients in understanding and accessing employment services and programs.
- Researching and preparing information on local employment, labour market information and general community services.
- Maintaining a variety of filing systems and online database.
- Participating in setup and delivery of programs and services.

The ideal candidate will demonstrate:

- Exceptional multitasking and organizational skills to handle varying tasks and changing processes.
- A strong business professional approach including a high-level proficiency in computer applications, MS Office, and knowledge sufficient to learn complex data bases 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.
- A high competency in providing excellent customer service, sometimes in situations where a great deal of tact and calm communications are required.
- The ability to prioritize work and execute completion without intense supervision, maximizing productivity with strong time management skills.
- Attention to detail to ensure completion of agreements, contracts and transactions are finalized without error.

The 2024 rate of pay is \$24.96 per hour to \$25.96 per hour.

Hours of operation are Monday – Friday 800am-430pm and some alternate scheduling to accommodate evening operating hours on Wednesdays to 6 or 7pm.

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