

ASSISTANT CASE COORDINATOR - Surrey

Program: JobWave


Posted: January 12th, 2010



Competition #: ACSU0110


Duration: 1 Year with potential for permanency

**recruit
retain
respect**
Strategic HR with
Sustainable Results

Our JobWave program has an immediate opening for a self-starting, highly organized full time Assistant Case Coordinator in our Surrey JobWave Centre. The Assistant Case Coordinator role is a great career opportunity for future advancement in the employment services field. Working in a cohesive team, you will provide direct administrative support to the Case Coordinators and superior customer service to our clients. This includes assisting clients with resumes, inputting data to our client database system, ensuring records are current, and coordinating client appointments.

Successful candidates must have superior administrative skills and a client centered approach. Proficiency with MS Office applications is a requirement. Previous experience working with individuals with barriers to employment, knowledge of the local labour market, community resources, government programs, job search techniques, career development and issues related to the unemployed are all invaluable assets. Preference will be given to candidates with group work experience. 

JobWave is one of BC's most successful employment programs. There are several JobWave locations delivering services throughout BC, all working together under the umbrella of WCG. WCG offers a comprehensive benefits package, diverse growth opportunities and a rewarding team environment. 


Interested applicants are invited to submit cover letters and resumes via email to hr@wcginternational.com. Please quote the competition number in your email body and/or subject line. 

Changing people's lives - one person, one job, one community at a time. 


human resources
ph 250.389.0699 fx 250.413.2745