

## Administrative Assistant (FT)

Posting Date: 28 June 2023

PRC is looking for a full-time Administrative Coordinator to join our campus team in Victoria, BC.

### About the Role

The Administrative Assistant is a pivotal team player in our organization who has great diversity in job roles and at all times represents the college to the best of abilities.

### Job Specifics:

- 40 hours (5 days) a week: Mon-Wed 11:30-8pm; Sat/Sun 9:45am-6:15pm
- Extended health benefits after 3 months
- \$18/hour to start with an increase after 3 months
- Reports to the Administrative Coordinator
- Annual performance reviews
- Opportunity for wage increase and professional development
- Discounts on herbs, books, Pacific Rim College Online classes
- Opportunity for free workshops and free appointments in our wellness clinics

### Typical Job Duties:

- Answering phone and email inquiries
- Managing Jane App Clinic booking software
- Processing point of sale transactions
- General filing
- Restocking clinic room supplies and assisting with clinic linen laundry
- Restocking bookshelves and supply shelves
- Closing and opening the campus as scheduled
- Mail intake as needed
- Other administration/office tasks as assigned

### Ideal Candidate

The ideal candidate for this position possesses the following traits:

- Enjoys working with people in a customer-oriented role
- Works well on a team as well as independently
- Is highly motivated
- Has excellent leadership skills
- Has superior organization and communication skills and strong attention to detail
- Is interested in creating and contributing to a holistic health community
- Is passionate about the student experience
- Is adept at using/learning computer software such as QuickBooks, Microsoft Suite, Jane App and custom software

### About Pacific Rim College



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Pacific Rim College is a government PTIB accredited academic institution of Holistic Medicine & Sustainable Living located in Victoria, British Columbia. The college was founded to provide world-class education and premiere clinical services in a variety of medical modalities including educational training and services for Acupuncture and Oriental Medicine, Phytotherapy (Western Herbal Medicine), Integrative Health, Holistic Nutrition and Permaculture Design.

**To Apply**

Please submit resume and cover letter in confidence to [admin@pacificrimcollege.com](mailto:admin@pacificrimcollege.com).