

POSITION POSTING

JOB TITLE: ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: MANAGER OF ADMINISTRATION AND INFORMATION SERVICES

STATUS: Full Time – Permanent

QUALIFICATIONS and REQUIREMENTS:

- Completion of a business or commercial diploma or certificate from an accredited college or equivalent combination of education and experience
- Intermediate skill level and extensive experience in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Demonstrated experience utilizing various computer software programs
- Accurate and fast word processing skills
- Excellent communication skills including strong interpersonal, written and verbal skills and an ability to interact with a wide variety of people
- Ability to effectively manage interpersonal conflict
- Ability to maintain a strong sense of professional judgement and confidentiality.
- Excellent organizational, coordination and time management skills to determine priorities, meet strict timelines and manage several assignments simultaneously
- Ability to assess workflow and administrative functions, and to suggest modifications to improve efficiency, manage data, maintain multiple calendars and develop effective systems
- Ability to use sound judgment and tact to address a range of issues and to problem-solve
- Ability to work independently, or as part of a team
- Ability to adapt to change and learn new technology for effective use in the workplace
- Criminal Records Check satisfactory to the Agency required upon conditional offer of employment

SALARY SCALE(S): As per Collective Agreement

POSITION PURPOSE: The incumbent will work in close co-operation with, and provide administrative and clerical support to the Manager of Administration and Information Services and Agency personnel. This position also provides back-up coverage to other Administrative Assistants and reception as assigned.

To apply, please submit an updated resume and cover letter to:

Amy Wrigley, Manager of Human Resources

CLOSING DATE: February 10, 2020

POSTING DATE: February 24, 2020

SUCCESSFUL APPLICANT: _____