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www.saikuz.com

Administrative Assistant - Prevention

Supervisor: Prevention Manager
Hours: Full-time, Permanent
Wage Range: \$21 - \$24
Start Date: Immediate

Job Summary:

- The administrative assistant is responsible for the efficient day-to-day operations of the office, and supports the work of management and other staff.

Requirements

- Minimum Grade 12.
- Possession of a Certificate in Business Administration preferred.
- Minimum 2 years of office experience with acceptable work references.
- Ability to accurately type 65 words per minute.
- Proficient in the use of current versions of Microsoft Office software.
- Ability to work independently and within a team setting.
- Possess excellent verbal and written communication skills.
- Able to work under tight timelines and be highly organized.
- Communication with a wide variety of internal and external clients is required.
- May be required to use own vehicle.
- Initial and ongoing employment is subject to submission of a clear Criminal Record check.
- Criminal Record Check must be conducted every three years per CSFS & SFN policies.
- Must possess a valid driver's license and supply current driver abstract.
- Participate in professional development as necessary.
- The incumbent is expected to sign a CSFS Code of Conduct & Ethics.

Responsibilities:

- Use computer word processing, spreadsheet, and database software to prepare reports, memos and documents.
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations.
- Provide administrative support to Child and Family Services staff.
- Schedule and confirm appointments and meetings.
- Order office supplies and maintain inventory.
- Answer telephone and electronic enquiries and relay telephone calls and messages.
- Set up and maintain manual and computerized information filing systems.
- Determine and establish office procedures.
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person.

To apply, submit a copy of your resume to the Band Office or via email at resume@saikuz.com. If submitting via email, include the position title in the subject line.

We thank everyone for their interest; however, only those selected for an interview will be contacted.