

ADMINISTRATIVE ASSISTANT – *Casual Position*

Homes 4 Hope Canada Foundation is Alberta's Leading Provider of Social Empowerment: utilizing Our Supportive Recovery Living Facilities and Recovery Oriented Programs.

Homes 4 Hope Canada Foundation is expanding and has an available position for a casual employee who will assume the responsibility as an **Administrative Assistant**. The successful candidate will have excellent computer, organization, and multitasking skills and enjoys working in a fast-paced environment.

RESPONSIBILITIES

- Provide administrative support
- Responsible for maintaining the client files
- Creating and maintaining a resource library
- Book appointments
- Any other administrative tasks required
- Cover for the receptionist during scheduled break times
- Drive clients to appointments or meetings in a company vehicle when required

QUALIFICATION

- Post-secondary business/office administration certificate or diploma
- 1-3 years in an administrative position, preferably in a residential treatment setting
- Proficiency in Microsoft Office Suite
- Knowledge of databases is an asset
- Strong analytical and problem-solving skills

SKILLS REQUIRED

- Maintaining confidentiality is essential
- Attention to detail and multi-tasking skills
- Strong organizational and time management skills are essential
- Excellent verbal and written communication skills and computer literacy skills are required



DEADLINE: OPEN UNTIL FILLED

Thank you for your interest in working with us; however, only a selected quantity of applicants will be contacted for interviews. Interested applicants who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified

Interested candidates are encouraged to submit their resume and cover letter in confidence to homes4hopecareers@gmail.com quoting the job title in the subject line.

Submit applications to Alexandra Manners. Information provided below:

Alexandra Manners

Operations Support Director

Homes 4 Hope Canada Foundation

Email: homes4hopecareers@gmail.com

Successful applicants will be required to undergo security clearance including:

1. Criminal record check with vulnerable sector
2. Drivers Abstract
3. Three current references with contact information