

**Administrative Assistant
Full Time**

Community Futures North Central Development

Reporting to the Administrative Officer, the Administrative Assistant will be responsible for the daily work operations of the Corporation, including assisting Board Members, Committee's & Staff.

Duties will include:

- Front line customer service
- Type correspondence, meeting package prep and administrative tasks
- Open and distribute incoming mail and other material, coordinate flow of information internally
- Answer telephone inquiries and relay calls.
- Arrange Travel
- File, scan, and maintain office supplies and equipment
- Provide administrative support for all staff
- Provide administrative support for the Self Employment and Settlement Services Programs
- Bookkeeping support, including claim forms, filing and bank deposits
- Experience with Simply Accounting would be an asset
- Daily contact entries within an internal software program (training provided)
- Other duties as required

Requirements:

- 3 years experience in Administration
- Computer proficiency, including Microsoft Word, Excel, Outlook, Power Point and Publisher
- Organizational skills and effective time management
- Able to work cohesively in a small, team-oriented office environment, and work alone with limited supervision.

Benefits:

- Benefits Package
- Salary: \$30,467 - \$32,397

Work Hours: 8:30am - 4:30pm. Monday – Friday.

We thank all applicants for their interest. Only those applicants that are short listed will be contact.

Interested individuals should respond in writing, along with resume and references no later than Friday, May 4, 2018 to:

**Community Futures North Central Development
Attention: Tamy Burton, Administrative Officer
e-mail: tburton@northcentraldevelopment.ca**