



## **QBOW CHILD AND FAMILY SERVICES INC.**

### **Employment Opportunity**

- Description:** (1) Full Time Administrative Assistant Position
- Location:** Beardy's & Okemasis Sub-Office, Beardy's & Okemasis Cree Nation, Saskatchewan
- Opening Date:** Monday, July 6, 2020
- Closing Date:** Monday, July 20, 2020

#### **Summary:**

The Administrative Assistant will be required to perform an array of administrative duties including secretarial and receptionist duties. And will contribute to the efficient day to day operations of QBOW CFS Inc Wahpeton Administrations office, and supports the work of the Finance department, Senior Management team, Child Protection Staff, Preventions Staff, MSS Program Staff, and the Board of Directors. The Administrative Assistant is also accountable for drafting, reviewing and editing time-sensitive correspondence sent by the management team. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel, Microsoft Office Suite and office equipment. Other duties, relevant to the position shall be assigned as required.

#### **Requirements:**

- Grade 12 Diploma or GED
- Business Administration Diploma, Office Administration Certificate or equivalent experience.
- 3-5 years' experience as an Administrative Assistant, Receptionist, File Clerk or relevant role, considered an asset.
- Proficient use of various office-based software including Microsoft Office Suite.

## **Job Duties:**

The Administrative Assistant is required to perform a range of duties including, but not limited to:

- Reception
  - Answer general phone inquiries in a professional and courteous manner.
  - Direct phone inquiries to the appropriate staff member.
  - Reply to general information requests with the accurate information.
  - Greet visitors to the organizations in a professional and friendly manner.
  
- Provide administrative support to all departmental members.
  - Use of computer word processing, spreadsheet, and database software.
  - Sort incoming mail, faxes, and deliveries for distribution
  - Prepare and send outgoing faxes, mail, and packages.
  - Forward incoming general emails to the appropriate staff member.
  - Ensure filing system is up to date in the administration office.
  - Maintain a high level of confidentiality in all interactions.
  - Maintain a professional image and demeanor with all employees, management, and executives and visitors at all times.
  - Maintain and monitor office supply inventory levels and place orders as required.
  - Other duties as deemed by the Assistant Executive Director.

**Please Submit Cover Letter and resume, along with 3 references Attention to:**

**Natasha Gladue, Human Resources [ngladue@qbow.ca](mailto:ngladue@qbow.ca)**

**All short-listed applicants will be contacted for an interview!**