

## **ADMINISTRATIVE ASSISTANT POSITION**

Are you ready to join a dynamic team dedicated to serving children, families and the community? If you are an enthusiastic person with excellent organizational skills and committed to being an integral part of our non-profit organization, this is the opportunity you have been waiting for.

The Administrative Assistant, reporting to the Executive Director, is responsible providing administrative support to the Executive Director and administration team.

### **Duties will include:**

- Assist with accounting and administrative tasks.
- Help maintain filing system for admin staff (electronic and paper)
- Database entry
- Assist the Executive Director with the preparation and revision of various documents
- Greet visitors and direct all inquiries, maintain reception area and answer telephone
- Coordinate maintenance of office equipment and ordering of supplies

### **Qualifications:**

- Office Administration training
- Minimum one year of related experience
- Excellent oral and written communication skills
- Excellent organization skills
- Customer service oriented
- Computer proficiency in Microsoft Office applications (Word, Excel, Outlook, Publisher)
- Quick books training an asset
- Familiarity with non-profit agencies and /or children's services an asset

### **Salary range:**

- \$16 to \$19 per hour. 35 hours /week. Salary is based on qualifications and experience. A benefit plan is offered after probation period.

### **How to Apply:**

Please provide a résumé together with a one-page cover letter describing your key attributes relevant to the position including a statement about why you want the opportunity.

**Mail: Community Options  
#200, 15824 – 131 Avenue  
Edmonton, AB, T5V 1J4**

**Fax:** 780-454-6166

**e-mail:** [mcooper@communityoptions.ab.ca](mailto:mcooper@communityoptions.ab.ca)

**Applications will be accepted up to February 12, 2010.**

We thank all applicants but only those considered for an interview will be contacted.