

Office Assistant Posting

North Island Community Services Society has an exciting opening for an Office Assistant. This position is 28hrs per week and has an excellent benefits package.

Qualifications

- Minimum 2 years' experience. Office/administrative training or certificate required or combination of skills and experience. Secondary (high) school graduation certificate. Ministry of Justice Criminal Records check.
- Work with various software and media programs; proficiency in Word, Excel, and PowerPoint a must.
- Excellent written and verbal communications. Excellent typing skills. Strong interpersonal skills and an eye for detail.
- Oversee petty cash, and cash transactions with accuracy.
- Assist the Executive Director with contracts.
- Excellent time management and ability to multitask. Excellent organizational skills.
- Experience creating and maintaining websites, social media, and newsletters.
- Type and proofread correspondence, forms and other documents;
- Schedule and confirm appointments;
- Provides reception duties, directs inquiries, handles procedures for routing mail and requesting supplies in the office
- Record and prepare minutes of meetings, seminars and training;
- Arrange travel, related itineraries and make reservations;
- Open and distribute regular and electronic incoming mail and other material and coordinate the flow of information;
- Maintain confidentiality, manual and computerized information filing systems. Maintains staff records

Send resume and cover letter to Reception@nicommunityservices.ca