

File Number: 6004-8 (27)

EMPLOYMENT OPPORTUNITY

Competition #COM-19-15

Administrative Assistant – Health Promotion Canadian Forces Morale and Welfare Services 19 Wing Comox

Are you passionate about health and looking to join a great team that makes a difference, and where you can have an impact?

We are looking for a full-time experienced Administrative Assistant to assist with arranging courses, briefings and meetings and providing administrative support for the Manager, Health Promotion. You will also apply your creativity while assisting with events, preparing visual material for presentations and updating online content.

19 Wing Comox is located in the Comox Valley offering a great environment for active individuals and families. With outdoor activities ranging from the ocean to alpine in less than 20 kms, you can ski in the morning and kayak in the afternoon. The Comox Valley also offers many biking and hiking trails. The Health Promotion office is located in the Fitness and Community Centre, providing easy access to a variety of recreational activities.

The Canadian Forces Morale & Welfare Services is an organization committed to enhancing the morale & welfare of serving and former military members and their families. Our staff provide a wide range of programs and services to the Canadian Forces community in areas such as fitness, sports, community recreation, special interest activities, financial services and retail.

We offer:

- Comprehensive Benefits Package (Health, Vision, Dental, Sick Leave, Life and Disability Insurance)
- Defined Benefit Pension Plan
- Strong team atmosphere
- Learning and Development Opportunities
- Access and discounts to our many recreational facilities (including fitness centre, pool, campground and golf course)
- Salary: \$16.94 - \$21.11 per hour

For more detailed information and how to apply, please visit our Career page at:

www.cfmws.com/careers