

Job Description: Summer Administrative Assistant



The administrative assistant manages statistical information and provides administrative support to a busy team of 10. Due to COVID-19, staff are working from home on a rotation basis. This person reports to the CEO.

Responsibilities

- Manage and share statistical information.
- Draft correspondence and ensure delivery through courier, email and mail.
- Answer phone and respond to emails
- Input information into database.
- Assist with planning of events.

Qualifications

- **Experience** working in an office environment, is beneficial
- Knowledge of Excel, Word and Outlook programs
- Basic knowledge of the Aboriginal community in Alberta

Skills and Abilities

- Excellent time management abilities and communication skills
- Creative and innovative; you will take the initiative to solve problems and recommend improvements
- Friendly, professional and outgoing to promote positive relationships with members, board, other staff and public.
- Be a team player

Hours of work: Full-time position 8:30-4:30, one hour lunch.

Hourly rate \$20.00-\$22.00 per hour based on experience. **Closing Date:** until suitable candidate is found. **This is a summer position and is for post-secondary students returning to school in Fall of 2022. The term is May 02/22 -August 31, 2022.**

Email maureen@iaaw.ca with cover letter and resume