



# **JOB POSTING**

## **Full-Time Office Assistant**

The Office Assistant is responsible for general receptionist and clerical duties to the Family Housing Office

### **Major responsibilities:**

- General receptionist duties; providing assistance to tenants and public, answering phones, photocopying, and routing mail
- Data entry, word processing, records management
- Secretarial duties; letters, memos, signs and labels
- Rent collection and issue receipts
- Provide assistance to Housing Manager

### **Skills and Experience:**

- Office Administration or Business Administration certificate or diploma an asset
- A minimum of one year experience in an office setting or customer service
- Strong interpersonal skills with an ability to listen, communicate and mediate with applicants and clients
- Ability to work independently as well as effectively with others
- Ability to handle sensitive issues and maintain confidentiality
- Strong organizational skills with an ability to prioritize and multi-task
- Good computer skills with a working knowledge of Microsoft Office
- Genuine interest and empathy for people in need

### **This position includes:**

- 37.5 hour work week, Monday – Friday
- \$20.51 - \$25.48 per hour, depending on experience
- Attractive benefit and vacation package

### **Please apply in person by February 12, 2019 to:**

Terril Olson  
Grande Spirit Foundation  
9505 – 102 Avenue  
Grande Prairie, AB T8V 7G9

**“We serve seniors, families and individuals by providing quality affordable housing.”**