



Grande Spirit Foundation

“We provide quality housing that serves the needs of our seniors, families and individuals.”

Grande Spirit Foundation is currently recruiting for a UNIQUE position, an Administrative Assistant who will provide vital support of an “IT” nature for this organization.

We are looking for an administrative specialist who has that innovative flair, that new insight when it comes to technology, and who has a business-centric flare to join our GSF team.

This successful candidate shall be a results-oriented individual who loves to tackle tough problems and find creative solutions. They are comfortable interacting with people, and they excel at applying their skills to unfamiliar issues.

This full-time position shall also be working on a combination of IT infrastructure and development/software projects from planning, coordinating, organizing, and guiding all phases of multiple projects that are the direct support of business-led initiatives spanning the entire organization’s IT Road Map.

The **ADMINISTRATIVE ASSISTANT (IT)** is an experienced administrative position and will also have excellent communication skills and will maintain positive relationships between the management team and employees.

EXPERIENCE AND QUALIFICATIONS:

- High School Diploma or GED
- Post-Secondary in information technology or computer science is a strong asset; additional certification in IT will be a bonus
- 2+ years experience working as an administrative assistant or in other relevant position
- Adeptly experienced and able to provide support in minor IT issues
- Good practical experience in coordinating IT systems and applications, troubleshooting and repairing issues is considered a strength
- Strong communication and interpersonal skills
- Strong organizational and coordination abilities with close attention to detail
- Able to build and maintain lasting relationships with corporate departments and key business partners.
- First Aid and CPR certification preferred
- Valid driver’s license must have
- Successfully be able to complete a Criminal Records Check (CRC)

ORGANIZATIONAL EXTRA:

Grande Spirit Foundation provides **AMAZING INCENTIVES:**

- Competitive Wages
- Exceptional Health & Dental Benefits including Vision Care, Life Insurance, and Optional Insurance
- Pension or RRSP matching
- Paid Time Off
- Continuous Learning and ongoing Professional Development
- Progressive and Innovative work environment.

INTERESTED IN THIS EXCITING AND INNOVATIVE NEW POSITION?

SEND YOUR RESUME TO: HR@grandespirit.org

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

The Grande Spirit Foundation would like to thank all applicants for their interest in our organization; however, only those selected for the interview process will be contacted.

The Grande Spirit Foundation hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply. Please note that a successful candidate will be required to undergo a Criminal Record Check prior to commencing the job role.