



EXTERNAL JOB POSTING

Please be advised this is a non-union position

OFFICE ASSISTANT

(FULL-TIME PERMANENT)

Grande Spirit Foundation is recruiting for an Office Assistant to work with an amazing administration team at the Pleasant View Lodge in Spirit River, AB.

This role entails a skilled clerical position responsible for providing clerical support at any housing or lodge site and can provide proficient-level administration support; organize, implement, and/or maintain activities and events; and/or provide leadership support in a Lodge sitting.

Please note that this position will also have excellent communication skills and will maintain positive relationships between the management team and employees. Other duties may be assigned, as necessary, by this position's direct report, the Site Assistant Manager.

Knowledge, Skills, and Abilities:

- Ability to provide support to Lodge Administrative teams
- Proficient administrative and reception knowledge; dealing with the public, answering the phone, mail, data entry, and updates along with other tasks
- Ability to coordinate, facilitate, and lead events /or activities as required at the lodge level
- Good communication and organization skills
- Must have patience, time management skills, and the ability to work independently
- A friendly personality who enjoys working with and for seniors
- Ability to maintain a harmonious relationship with staff and the public
- Ability to carry out responsibilities listed in the Office Assistant job description

Minimum Qualifications:

- Completion of High School Diploma or equivalent
- A couple of years' experience working successfully in a fast-moving office or lodge environment is an asset
- Prerequisite: Valid driver's license
- Prerequisite: Successfully complete a Criminal Record Check
- Prerequisite: proficiency with computers and knowledge of Microsoft 365 applications
- A combination of experience, competencies, and qualifications will be considered
- WHMIS, First Aid, and CPR certification preferred
- Adhere to and maintain the GSF health & safety program to ensure the utmost safety for staff, residents, and facilities
- A genuine interest and empathy for the care of senior citizens

Initial Location of Work: Pleasant View Lodge, Spirit River, AB (may require to work at other sites)

Initial Hours of Work: 8 am to 4 pm (7.5 Hour Shift) Monday through Friday

Pay Rate: starting hourly wage: \$23.72

Start Date: As Soon As Possible

Apply to: Human Resources at HR@grandespirit.org

Opening Posting: Monday, January 22, 2024,

Note this posting will stay open until the
"Right" candidate is selected.