



INTERNAL/EXTERNAL JOB POSTING

ADMINISTRATIVE ASSISTANT

Position: Full-Time Temporary (6-month contract with possible extension)
Location: Central Administration Office, Grande Prairie, AB
(travel/cross training required across other lodge sites)
Schedule: Monday to Friday, 08:00 AM – 4:00 PM (75 hours per pay period)
Compensation: \$25.64 per hour + comprehensive benefits package

Role Overview

Reporting to the Site Assistant Manager, this versatile administrative position provides high-level support across senior lodge sites. You will handle front-line administrative support, financial transactions, database management, and operational compliance, while also stepping in to provide leadership, project development, and staff training when required.

Key Responsibilities

- **Administrative Support:** Manage administrative support, greet the public, handle incoming calls, manage routine mail, and process maintenance requests.
- **Financial & Data Management:** Collect rent, issue receipts, make bank deposits, and maintain data integrity within resident management, inventory, and maintenance databases.
- **Tenant & Facility Operations:** Maintain tenant files, coordinate move-in/out documentation, process rent adjustments, manage grocery orders, and track Accommodation Standards inspections.
- **Scheduling & Events:** Assist with staff scheduling, coordinate resident events and activities, and support change initiatives (e.g., menu updates, feedback systems).
- **Meetings & Communications:** Create agendas, take meeting minutes, and chair staff meetings in the absence of the Assistant Manager.
- **IT & Safety:** Troubleshoot SharePoint/IT issues, support training and development programs, and actively participate in the site Safety Program.
- **Compliance:** Support service delivery aligned with approved policies, procedures, legislation, and operational guidelines.

Qualifications

- **Education:** High School Diploma or equivalent (further education or training is considered an asset).
- **Experience:** 2+ years of successful experience in a fast-paced office environment. Experience with rent collection, receipts, and bank deposits is a strong asset.
- **Technical Skills:** Proficiency in MS Office 365 (Outlook, Word, Excel) and SharePoint.
- **Requirements:** Valid Class 5 driver's license, reliable transportation, and a current, satisfactory Criminal Record Check.
- **Personal Attributes:** Genuine interest in and empathy for the care of senior citizens, paired with excellent communication and interpersonal skills.

Compensation & Benefits

Includes a competitive wage (\$25.64/hr.) and extended health and dental benefits, with mandatory enrollment in life insurance and long-term disability programs.

Only candidates selected for an interview will be contacted.