



INTERNAL/EXTERNAL JOB POSTING

Please be advised this is a non-union position

FH OFFICE ASSISTANT (FAMILY HOUSING - PERMANENT)

Position: Full-Time Permanent
Location: Family Housing Office, Grande Prairie, AB
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

The FH Office Assistant provides high-level reception, clerical, event, and activity support to the Family Housing team.

Key Responsibilities:

- **Administrative Support:** Ability to provide support to the Family Housing office. Must be proficient in administrative and reception tasks, including public interaction, answering phones, handling mail, data entry, and updates.
- **Customer Service:** A friendly personality who enjoys working with and for low-income seniors, families, individuals, and special needs. Must be able to maintain a harmonious relationship with staff and the public.
- **Attributes:** Must have excellent conflict resolution skills, in addition to patience, time management skills, and the ability to work independently.
- **Scheduling & Events:** Ability to help coordinate, facilitate, and lead events and/or activities as required in the office.
- **Communication:** Good communication and organization skills.
- **Safety:** Adhere to and maintain the GSF health & safety program to ensure the utmost safety for staff, residents, and facilities.
- **Responsibilities:** Ability to carry out responsibilities listed in the **Office Assistant** job description.

Qualifications:

- **Education:** Completion of a High School Diploma or equivalent.
- **Experience:** Several years' experience working successfully in a fast-moving office or lodge environment. A combination of relevant experience, competencies, and qualifications *may* be considered.
- **Technical Skills:** Must be proficient with computers and have good knowledge of Microsoft 365 applications.
- **Certifications:** WHMIS, First Aid, and CPR certification preferred.
- **Prerequisite:** Valid Class 5 driver's license and reliable transportation.
- **Clearance:** Current satisfactory Criminal Record Check.
- **Personal Attributes:** A genuine interest and empathy for the care of senior citizens, low-income families and individuals, paired with excellent communication and interpersonal skills. Must have excellent conflict resolution skills.

Compensation & Benefits

Includes a competitive wage 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.