



**EMPLOYMENT OPPORTUNITY**

**AT**  
**HavenGroup**

**ADMINISTRATIVE ASSISTANT:** Open to all qualified applicants (internal/external)  
**POSTED:** January 25, 2023  
**POSITIONS AVAILABLE:** .387 EFT – permanent position  
**SHIFT LENGTH AND TIMES:** 3 hours per day (9:00am to 12:00pm, Monday to Friday)  
**EFFECTIVE:** February 27, 2023  
**POSITION NUMBER:** P4-326

**\*This position will be reviewed after 6 months to meet operational needs of the organization\***

**POSITION REPORTS TO:** Operations Manager – Housing

**POSITION PURPOSE:**

Reporting to the Operations Manager - Housing, the Administrative Assistant is responsible for supporting the administrative / receptionist functions of HavenGroup Housing. Functions of this position include, but are not limited to, public relations and other reception duties, phone coverage, showing apartments as assigned, website administration, general administrative support, and desktop publishing. The Administrative Assistant will work out of Woodhaven Manor.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values, and the policies of HavenGroup.

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**QUALIFICATIONS:**

**EDUCATION/CERTIFICATION:**

- Completion of Grade 12
- Valid driver's license and vehicle (travel may be required)

**KNOWLEDGE REQUIRED:**

- Demonstrated computer skills with Microsoft Office programs, including word processing, spreadsheets, presentation preparation and desktop publishing applications

**EXPERIENCE REQUIRED:**

- Minimum of 2 years' experience within an office environment
- Demonstrated flexibility to manage on-going change

**SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated ability to establish and maintain positive working relationships with supervisors, staff, tenants / families, and the public
- Ability to manage general office supplies and equipment



- Strong organizational skills and flexibility to meet the demands of the position
- Strong and effective verbal and written communication skills
- Physical and mental health to meet the demands of the position
- Demonstrated excellent communication skills, both verbal and written (English language)
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Complete and maintain a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check
- Require a valid Class 5 driver's license and a road worthy vehicle with all purpose insurance and a minimum \$2,000,000.00 liability insurance

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Salary and job description available upon request.

**HavenGroup offers comprehensive benefit packages that vary depending on employee status that include:**

- Company Pension Plan
- Dental
- Extended Healthcare
- Group Life Insurance
- Disability and Rehabilitation
- Employee Assistance Program

For confidential consideration, please forward your application to Angie Knudsen Human Resource Officer at [aknudsen@havengroup.ca](mailto:aknudsen@havengroup.ca). Applications may also be submitted via the following link: <https://havengroup.ca/jobs>. This position will be posted until filled.

The successful applicant will be required to submit current copies of a Criminal Record Check, including Vulnerable Sector Query, an Adult Abuse Registry Check, and a Child Abuse Check, at their own expense, prior to the start date of employment (original copies required).

***We thank all of those who express interest in this position, however, only those invited for an interview will be contacted.***

HavenGroup is an employer compliant with public health orders.