

EMPLOYMENT OPPORTUNITY

AT
HAVENGROUP

<u>ADMIN. ASSISTANT – REST HAVEN:</u>	Open to all qualified applicants (internal/external)
<u>POSTED:</u>	December 17, 2024
<u>POSITIONS AVAILABLE:</u>	1.0 EFT – Full-time Permanent Position
<u>SHIFT LENGTH AND TIMES:</u>	7.75 hours per day, 7:45am to 4:00pm (weekdays) and 6:45am to 3:00pm (weekends), will be required to work weekends on a rotational basis
<u>EFFECTIVE:</u>	As soon as possible
<u>DEADLINE:</u>	December 24, 2024 at 9:00am
<u>POSITION NUMBER:</u>	P4-397

ACCOUNTABILITY: Director of Finance and Human Resources

POSITION PURPOSE: Reporting to the Director of Finance & Human Resources, the Administrative Assistant's primary responsibilities are, performing general reception duties, managing the Welcome Centre, greeting/directing visitors, answering telephone lines, and secretarial and/or administrative support as assigned. The Administrative Assistant provides excellent customer service in an enthusiastic, professional and friendly manner.

Secondary responsibilities include, but are not limited to, ensuring the efficient and cost-effective staffing replacements needs are met, for the assigned departments, in accordance with the organization's policies, and applicable collective agreements.

The Administrative Assistant works under the immediate direction of the Administrative Coordinator, who is responsible for management of the day to day operations.

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.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 Education or equivalent
- Valid driver's license and vehicle (travel may be required)

KNOWLEDGE/EXPERIENCE REQUIRED:

- Demonstrated computer skills with Microsoft Office programs, including word processing, spreadsheets, presentation preparation and desktop publishing applications
- 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, residents / 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
- Demonstrated excellent communication skills, both verbal and written (English language)
- Given the cultural diversity of our region, the ability to respect and promote a cultural 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

Salary and job description available upon request

HavenGroup offers comprehensive benefit packages that vary dependent 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. 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.***