

COMMITMENT RESPECT GENUINENESS TRUST EMPATHY

McMan Youth, Family, and Community Services

~HELP MAKE A DIFFERENCE~

Edmonton's Administrative Office Requires an:

ADMINISTRATION ASSISTANT

Details: The successful candidate will be responsible for general office and administrative duties including clerical and reception, as well as a variety of other office related tasks that will support the areas of Human Resources, Finance and the Executive Office. The ideal candidate must have a thorough working knowledge of Microsoft Office software; solid customer service, organizational and communication skills; and an ability to promote and maintain confidentiality.

Hours: Monday to Friday 8:30am—4:30 pm; 40 hours per week

Why work for McMan:

- ◆ A chance to work with a team of dedicated staff
- ◆ Comprehensive benefits package that begins day one of employment
- ◆ Generous paid time off
- ◆ A commitment to a healthy work life balance
- ◆ The ability to work with an agency that appreciates **YOU!**

As one of the ideal candidates, you possess:

- ◆ Completion of High School
- ◆ One (1) year of directly related experience as an administrative professional
- ◆ Equivalencies will be considered
- ◆ Police Information Check (within the last 6 months)
- ◆ Excellent communication, organizational and interpersonal skills
- ◆ Strong computer/word processing skills using Microsoft Office programs
- ◆ The ability to multi-task in a busy office environment

Rate of Pay: \$18.83—\$20.58 per hour; depending on experience and education

Closing Date: July 17, 2018

Competition Number: 10EADAA-057 (Please quote on cover letter or resume)

Please apply to McMan Human Resources:

Mail: 11016-127th Street, Edmonton, Alberta T5M 0T2

Fax: (780) 409-9419

Email: careers.edmnorth@mcman.ca



For more information please visit our website at www.mcman.ca

Thank you for your interest. Only short-listed candidates will be contacted for an interview.

Posted July 10, 2018