



Gizhewaadiziwin Health Access Centre Job Posting

Full Time Executive Assistant

Summary of Position:

The Gizhewaadiziwin Health Access Centre is currently accepting applications for a full time Executive Assistant. The Executive Assistant reports to the Executive Director. The Executive Assistant will perform moderately complex secretarial and administrative support work to the Health Access Centre Management Team, Board of Directors and Assistant to the Executive Director.

Qualifications:

- College Diploma in Business Administration (preferred)
- Excellent computer skills and knowledge of Microsoft Office
- 3 years experience in the office administration role
- Ability to multi task, work effectively and efficiently under occasionally demanding situations, and adapt to changing situations
- Excellent oral and written communication skills
- Ability to maintain strict confidentiality
- Ability to speak Ojibway and prior experience in working with Aboriginal people, a definite asset.
- Proof of a Valid Ontario Driver's License

Qualified applicants are invited to submit a resume, covering letter, 3 work related references and written authorization to contact references no later than 4:00 p.m., Friday, November 16, 2018.

**Personnel Committee
Gizhewaadiziwin Health Access Centre
P.O. Box 686
Fort Frances, ON P9A 3M9
807-274-3131 (Phone)
807-274-6280 (Fax)
jdebenedet@gizhac.com**

We thank all candidates in advance, however, only those selected for an interview will be contacted.