

**Gizhewaadiziwin Health Access Centre
Job Posting**

Administrative Assistant (1) Full time

Summary of Position

The Gizhewaadiziwin Health Access Centre is looking to fill the position of Administrative Assistant, who, under the direction of the Finance Manager, will primarily be responsible to prepare, review, and/or edit various forms of correspondence. This position will manage and administer inbound and outbound mail. This role will also act as a first point of contact and provide general information to staff, clients, and the public. The Administrative Assistant must possess the following:

- Ability to adapt to new technology
- Proficient in Microsoft Office programs (including Word, Excel, and PowerPoint)
- Strong writing, editing, and proofreading skills
- Superior telephone manners and strong interpersonal skills
- Degree or diploma in administration, business, or a related field is an asset
- Three years of experience in an administrative role
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to effectively communicate both verbally and in writing
- Perform all duties in accordance with the policies and procedures of the Gizhewaadiziwin Health Access Centre
- Collaborate with client, members of the interdisciplinary teams, family members, caregivers and community agencies in providing care

Qualified applicants are invited to submit a resume, cover letter, 3 work related references and written authorization to contact references no later than **4:00 p.m.**

January 11, 2019

**Personnel Committee
Gizhewaadiziwin Health Access Centre
RMB 2004, RR #2
Fort Frances, ON P9A 3M9
jdebenedet@gizhac.com**

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