

We're hiring:

Executive Assistant

CLOSING DATE

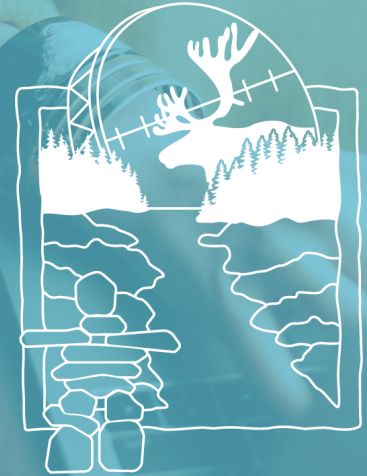
Open until position is filled

TERM

One (1) Year with Possibility of Extension

ON-SITE

7-hour days, Monday to Friday;
Subject to Call-back and Overtime



Overview

The Executive Assistant is responsible for the effective and efficient management of all operations at the Centre. Working closely with the Executive Director in meeting high level goals and objectives, The Executive Assistant also ensures that all support services are in compliance with CJAHC policies, procedures and standards.

Qualifications

- Certificate OR Diploma in Business/ Office Administration with 3 years' work experience
- Applicant must live in the area to be considered.

Assets

- Must be very organized and able to multi-task while maintaining efficiency and accuracy
- Can function in a computerized environment including a working knowledge of Microsoft Office such as Word, Excel, and PowerPoint
- Possess excellent typing skills as well as an ability to take minutes and transcribe meetings
- Ability to function independently, to be flexible and to adapt to change
- High level of professionalism and able to maintain confidentiality at all times
- Ability to communicate clearly

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Responsibilities

- Provides a variety of executive and confidential administrative support services for the Executive Director, the Board and related Board Committees as necessary.
- Oversees clerical and administrative support services for all departments and clinical teams
- Assists with the planning and coordination of special events such as an "open house" or client graduation ceremonies
- Lead the hiring process for all positions for CJAY including recruitment, interviews and hiring documentation, communication and human resource committee recommendations
- Provides feedback and maintenance of job descriptions, completes performance evaluations of direct staff and assists with arrangements for training and development of personnel
- Coordinates bookings, meals and required material and equipment for executive travel, conferences, meetings, board room and video conferencing equipment, special events, conference calls, etc.

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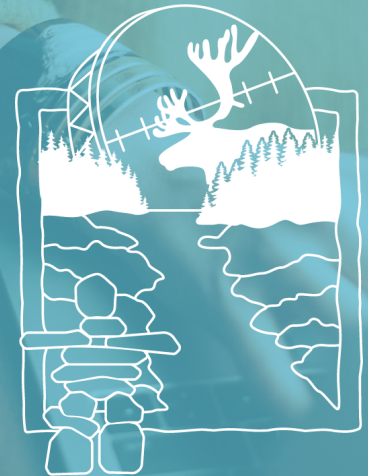
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Benefits

- Health & Pension Plan (50% employer matched)
- Employee Assistance Plan
- Generous Leave Package
- Professional Development Opportunities

How to Apply

- Please submit your resume to: fallingham@cjay.org
- For more information please contact: Felicia Allingham @ 709-497-8995 Ext 224