

Administrative Assistant

Reference No: **ADM17-005**

Position(s): **One (1) Full Time Term Summer Student – Admin. Assistant**

Term: **June 2017 – Aug 2017 (7 weeks at 30/hrs/wk)**



Job Summary:

The successful candidate will be one that is highly organized with a keen attention to detail and will provide general administrative support and assist with office logistics and organization. Flexibility, adaptability, problem-solving, and sound communication skills are key qualities for this position.

NOTE: **Please submit a cover letter and CV to aircadetleague.hr@gmail.com** outlining your skills, qualifications, and the specific experiences that make you an ideal candidate. Indicate any experience as a cadet if applicable.

Roles and Responsibilities:

- Assist in daily administrative operations, including scheduling meetings, handling files reports, prioritizing tasks, and assisting other administrative staff as required;
- Monitor action items for the management team and follow up to ensure completion;
- Track, collate, and distribute documents for corporate meetings, often working within tight timeframes;
- Archive records; administer the retention and destruction of records;
- Coordinate tasks and initiatives with various levels of staff
- Draft documents for review, including correspondence, minutes, agendas, and reports;
- Proofread text with detailed attention to grammar, punctuation, style, tone and consistency; and
- Maintain an organized electronic/paper filing system with the ability to retrieve information and documents efficiently.
- Completes all functions and tasks in compliance with Occupational Health and Safety Standards, League policies and procedures, and other relevant legislation.
- Other duties and projects as required

Qualifications include:

- Post-secondary education
- Excellent customer service abilities
- Ability to communicate effectively, both written and verbal, in English; French an asset
- Experience using MSOffice, Social media platforms, databases
- Well organized, self-starter, independent
- Possesses good judgment, professional, ability to meet deadlines
- Ability to work in a team

Summer Student Grant, to be eligible, students must:

- Be between 15 and 30 years of age at the start of the employment;
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;

- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, and,
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Please Note: This position is funded through the Canada Summer Jobs programs, and the successful incumbent must meet the program requirements

Job Location

Ottawa, Ontario, Canada

Employment Status

Temporary Full-Time

Application Deadline

2017-05-26

Classification

12.00/hr

This position is open to

Internal and External Applicants.

Additional Information

All reasonable efforts will be made to hire priority students as defined by the Canada Summer Jobs programs. The position runs from June to September at our Ottawa office. **The candidate must intend to return to school on a full-time post-secondary study in Fall 2017.**