

## Administrative Assistant

Reference No: **ADM18-005**

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

Term: **July 2018 – Aug 2018 (8 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](mailto: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**

2018-06-01

*(Although an application deadline is provided, the Air Cadet League of Canada could make hiring decisions before this date.)*

**Classification**

14.00/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 July 3<sup>rd</sup> to August 28<sup>th</sup> at our Ottawa office. **The candidate must intend to return to school on a full-time basis in Fall 2018.**