

## Administrative Assistant

Regina Immigrant Women Centre is looking for a dynamic and enthusiastic Administrative Assistant to cover a leave of absence. The Administrative Assistant will work closely with the Executive Director and all staff to ensure smooth operations of the centre.

Duties include:

- Manage the front office, assist clients and co-workers
- Direct client traffic to appropriate units within the Centre
- Process incoming and outgoing mail manually or electronically
- Receive and forward telephone or electronic enquiries
- Provide general information and make appointments for clients
- Type and proofread correspondence, forms and other documents
- File documents and ensure confidentiality and privacy of verbal and written communication from front desk
- Order supplies for Centre as per request of coordinators of programs with approval of ED
- Attend staff meetings
- Work closely with Executive Director and Bookkeeper to ensure office operations are carried out as per office policies and procedures
- Pick up supplies as needed from stores, other sites, etc.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Use computer Word processing spreadsheet and database software to prepare reports, memos and documents.
- Prepare and send outgoing faxes, emails from the general mailbox to the appropriate staff members.
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to management and other staff.
- Work closely with Volunteer Coordinator to oversee volunteers
- Other duties as assigned by ED

Qualifications:

The ideal candidate should bring the following qualifications to this position:

- University Bachelor's degree is preferred
- Excellent communication and organization skills
- Knowledge of and experience in cross-cultural settings and willingness to work with individuals from diverse backgrounds
- Computer knowledge is required
- Familiarity with languages other than English is preferred
- Valid driver's license is required

Salary: full time-35 hours at \$17/ hour.