



Administrative Assistant Fort McMurray Part-time

Do you want the flexibility of part-time employment? If so, we are looking for you!

CAREERS: The Next Generation is committed to the creation of strong, vibrant communities where youth develop their paths to career success. For over 20 years CAREERS has been working in Alberta communities linking workplace intern opportunities with classroom learning.

We are seeking a part-time Administrative Assistant to work in our Fort McMurray office. As a permanent part-time employee, you will work 20 - 25 hours per week and receive full benefits.

Your responsibilities will include:

- Providing administrative support for career awareness, exploration and experience programs.
- Preparing for meetings and taking minutes.
- Providing reception (phone and in-person) and general office support.
- Organizing schedules for the Regional Director and Field Directors.
- Assisting in organizing meetings and events.
- Updating materials and PowerPoint presentations.
- Maintaining files and records.

You will have the following traits:

- Related administrative support experience.
- Strong organizational skills,
- Ability to represent our organization in a professional and friendly manner
- Ability to work independently
- Competent in the use of Microsoft Office with a solid working knowledge of Excel and databases.
- Completion of a post-secondary program for Administrative/Office Assistants is an asset.
- Class 5 drivers licence.
- Satisfactory criminal record and child welfare checks will be required.

If this is the opportunity you are looking for, please send your resume and cover letter to HR@nextgen.org.

This opportunity is open until a suitable candidate is found. Thank you for your interest in this position, however, only those selected for an interview will be contacted.