

Job Posting – Administrative Assistant

We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Reporting to the Executive Assistant you will support multiple departments as well as reception and general office administration.

To be successful, you will need to be professional, polite, and attentive while maintaining a high degree of accuracy. As the Administrative Assistant you must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, you should have a genuine desire to meet the needs of others.

Primary Responsibilities

Office Administration

- Provide reception (phone and in-person) for the Edmonton Office.
- Maintain filing systems for the organization (paper and electronic) and ensure obsolete documents are regularly purged.
- Generate documents and correspondence
- Manage incoming and outgoing mail
- Place maintenance calls for equipment
- Maintain copy and supply rooms.
- Maintain office inventory for supplies, equipment and promotional materials.

Finance Support

- Enter and reconcile donations and online payments into financial and database programs
- Process expense reports and produce cheques

Human Resource Support

- Assist in the new hire process by processing and filing documents
- Update the human resource system with employee information
- Update and maintain organizational manuals, policies and procedures

Skills and Qualifications

- A high level of accuracy and attention to detail is imperative.
- Clear communication (written and verbal) and listening to gain understanding of team/stakeholder needs.
- Desire to be proactive active
- Excellent computer skills and the ability to troubleshoot technological issues
- Able to maintain a high degree of confidentiality
- Understanding of Financial and/or Human Resource systems is considered an asset
- 2-5 years of experience in a related role
- Certificate or Diploma in Office Administration or related field
- Other combinations of education and experience may be considered

CAREERS: The Next Generation is a unique, non-profit organization raising youth awareness of career options and helping students earn while they learn through internship. We partner with government, educators, communities, industry, parents and students to introduce youth to rewarding careers and develop the skilled workers of the future. Our vision is for strong, vibrant communities where youth develop their paths to career success. For more information on CAREERS: The Next Generation visit our website at nextgen.org.