

## FULL TIME EXECUTIVE ASSISTANT

The Executive Assistant performs, coordinates and oversees the office administration duties; provides extensive administrative support services to the Executive Director, management team and the Board of Directors contributing to the professional operation of the agency; acts as custodian of the records of the organization has a genuine appreciation for and understanding of protocol, discretion and professionalism, is able to accept and assume responsibility, and maintains confidentiality, diplomacy and tact at all times.

### Qualifications

- Completion of post-secondary education in office administration or human resources
- Executive support, office management and supervisory experience
- Demonstrated and effective organizational skills
- Excellent verbal and written communication skills
- Clear criminal record check and vulnerable sector clearance
- Ability to work independently and as part of a team
- The responsibilities associated with this position demand a high degree of confidentiality
- French language fluency would be an asset
- Valid driver's license and a vehicle
- High level of expertise in all areas of modern office practices and procedures.
- Intermediate to expert level of competence with Microsoft Office and database applications;
- Commitment to Community Living's goal and vision
- Ability to work flexible hours
- Knowledge and experience with developmental services

### Salary:

\$24.17 - \$28.76 per hour and includes a comprehensive benefit plan and OMERS pension

Apply to: [info@cluov.ca](mailto:info@cluov.ca) (in MS Word or pdf format)

Fax: 613-735-1373

By October 31, 2016 at 4 p.m.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.  
Accessibility accommodations are available. Applicants must make their needs known in advance.