



ADMINISTRATIVE ASSISTANT

**Full-time Contract Position to March 31, 2022
(with possibility of extension)**

Community Living Parry Sound has worked with people with a developmental disability and their families over 57 years. Our purpose is to support people with disabilities to build better lives in community, and we envision a community where all people have the power and freedom to determine the life they want

We are looking for an Administrative Assistant to provide support with administrative duties, including maintaining manual and electronic files and databases, coordinating incoming and outgoing communications and composing and preparing a variety of documents.

QUALIFICATIONS AND SKILLS:

- Minimum two-year post-secondary diploma with a focus on business administration
- Minimum one-year experience in administration, human resources, or related field
- Experience with electronic information management systems
- Excellent computer, organizational, time management and communications skills
- Excellent interpersonal skills with a professional and enthusiastic demeanour
- Excellent attention to detail
- Unquestionable tact and confidentiality
- Ability to deal with difficult or sensitive situations
- Cooperative and agreeable team player who is comfortable working in a busy setting
- Comfortable with authority
- Optimistic

To learn more about Community Living Parry Sound, please visit:

<https://www.youtube.com/watch?v=54-6c5mAsuo>



**Deadline for applications is April 16, 2021 at 4:00 p.m.
Please forward your resume including references and cover
letter to:**

Meggie Peddie

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