



Live the Lake Life, Lead with purpose.

Based in Kenora, this is more than a job, it's a chance to be part of a close-knit, mission driven team in one of Canada's most scenic lakefront communities. With a strong sense of purpose and the beauty of nature all around you, you'll find balance, connection, and fulfillment both on and off the clock.

NOW HIRING

Administrative Assistant

Classification	XSEC1
Department	Various

Description

Depending on the department, the Administrative Assistant will be responsible for providing comprehensive administrative support including managing schedules, coordinating meetings and communications among internal and external stakeholders. This role also involves preparing, organizing and maintaining documentation and assisting with the organization of key planning activities. The successful candidate will demonstrate exceptional attention to detail and professionalism, as well as the ability to work collaboratively in a fast-paced environment.

Qualifications

- Completion of post-secondary education at the college or university level in a complementary discipline
- Progressive experience providing administrative or clerical support, experience within a healthcare or project environment is considered an asset
- Proficiency in various software applications, specifically Microsoft Office and Adobe Pro
- Exceptional interpersonal and public relations skills, with the ability to develop strong working relationships with internal and external stakeholders
- Experience with minute taking with excellent attention to detail
- Excellent written/oral communication skills
- Effective time management and organizational skills with a strong ability to problem solve
- Minimum 60 wpm keyboarding skills, subject to testing
- Demonstrated strong ability to anticipate needs, identify opportunities for improvement, and take the initiative to implement solutions or streamline processes
- Ability to work independently and as part of a team with minimal supervision
- Demonstrated ability to handle confidential information
- Demonstrated commitment to ongoing continuing education and professional development
- Ability to work under pressure and maintain productivity in a fast-paced dynamic environment
- Demonstrated reliable attendance record
- Ability to work flexible hours

