

flourish with carya

At **carya** (formerly Calgary Family Services), we know that the strength of our community is rooted in its people.

That's why we've dedicated more than 100 years of service to creating healthier, more connected communities in Calgary.

With over 40 program offerings for individuals and families, we provide a full spectrum of interactive counselling and development services for people of all ages - from babies to youth to older adults - and their support network.

Our highly skilled team encourages nearly 40,000 Calgarians each year to discover their full potential and build flourishing relationships with their families and community.

Administrative Assistant (HR265)

Full Time Temporary One Year Contract - 37.5 hours per week

Recruiting salary \$40,055 to \$43,177 annually

Competitive benefits package

Position Summary

Our strength is our people, who together with their diverse backgrounds create a workplace where excellence is valued and the atmosphere is both collaborative and forward-moving. Presently we are looking for a skilled Administrative Assistant to support **carya** employees further our mission within Calgary.

This Administrative Assistant plays an important role in ensuring quality administrative support is provided to meet agency needs. Organizational skills and above average communication is essential. The ability to handle multiple tasks in a fast paced environment and to be responsive in a timely manner to multiple requests is critical. The individual will interact with staff at all levels, with stakeholders and the public and the capacity to perform in a professional manner is an expectation of this role.

Reporting to the Executive Assistant, the Administrative Assistant will:

- Understand and support **carya**'s organizational framework
- Be part of a dynamic team that manages a busy reception area by welcoming and providing support (including phone, mail and file management, client services, document creation, staff assistance) to clients, participants, staff, community partners and service personnel
- Organize and manage projects, as assigned, in a timely and effective manner
- Have the ability to be responsive, flexible and adaptive to an ever changing environment
- Work closely with staff to find efficiencies in work flow

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- Maintain open and responsive communication with all levels at the agency

Qualifications & Experience

- 3-5 years administrative experience is preferred
- Ability and willingness to learn new database systems
- Effective multi-tasking skills in a people focused environment
- Strong organizational skills and attention to detail
- Ability to work independently while part of a diverse team across varied settings
- Positive attitude with a commitment to providing quality service
- A passion for not for profit work and a willingness to embrace the **carya** brand
- Experience in the human services or community sectors would be an asset

The successful candidate will be required to complete a police security clearance.

Closing Date

May 15, 2018

Anticipated Start Date:

June 11, 2018

If you are seeking a genuine challenge in a workplace where excellence is valued and the atmosphere is supportive, please send your résumé to: hr@caryacalgary.ca

Check us out at caryacalgary.ca

*We appreciate the interest of all candidates,
but only those selected for an interview will be contacted.*