

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, Senior Support Team (HR266)

Hourly Flexible Position

(Approx. 7.5 hours weekly and the flexibility to cover short notice sick leave and planned vacation leave)

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 the senior support team in the provision of quality service to clients, both from an administrative and front line perspective.

Superior communication skills and a pleasant telephone manner are essential for serving our vulnerable and diverse population. 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 Program Supervisor, the Administrative Assistant will:

- Provide general administrative and clerical support including scanning, faxing, and copying
- Maintain electronic and hard copy filing systems
- Input and maintain data in required data management systems
- Support data collection activities including telephone follow up and data entry
- Update and communicate scheduling information or changes, including cancellations in the system
- Provides administrative support as directed by the Program Supervisor

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Qualifications & Experience

- 2+ years of hands on administrative experience
- Ability and willingness to learn new data systems
- Proficiency in MS Word, MS Excel and MS Outlook a must
- Strong organizational skills and attention to detail
- Excellent communication skills, both written and verbal
- Positive attitude with a commitment to providing quality service
- A passion for the not for profit sector
- A willingness to be a brand ambassador of **carya**
- Previous experience in the senior serving sector is preferred

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

Closing Date

Until a suitable candidate is found

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.*