



Wesway is a local, non-profit organization which provides personalized respite services for families who are caring for a family member with a disability or chronic health condition. Wesway offers a competitive salary and a dynamic team-oriented work environment.

Administrative Assistant #2021-03 NU
Permanent Position Available – 35 hours per week

Under the Direction of the Supervisor of Services, the Administrative Assistant provides reception coverage and duties, comprehensive administrative support for all service-related positions, functions, and undertakings in accordance with Wesway's policies and procedures, applicable Ministry guidelines and legislation. The Administrative Assistant provides administrative support to other departments as required.

Qualifications

- Diploma in Office Administration and a minimum of three years administrative experience in an office environment (or an equivalent combination of education and experience).
- Proven record of successful experience in a team-oriented work setting.
- Excellent interpersonal and communication skills.
- Ability to use tact, judgement and discretion when dealing with confidential matters.
- Excellent organizational skills and self-motivation.
- Ability to manage multiple tasks within tight timelines.
- Advanced computer skills with demonstrated proficiency in a Microsoft Office environment (Publisher, PowerPoint, Excel, etc.).
- Comprehensive knowledge of office practices, procedures, and equipment.
- Must work in compliance with the provisions of the Ontario *Occupational Health and Safety Act* and the Regulations pursuant to it.

Interested individuals are invited to submit a resume and cover letter quoting competition number 2021-03 NU by **Monday, April 19, 2021 to: recruitment@wesway.com**.

For a detailed description of responsibilities and qualifications for this position, visit our website at www.wesway.com.

In accordance with Accessibility for Ontarians with a Disabilities Act, upon request, Wesway provides accommodations. If you have a disability that requires accommodation, please let us know.

We thank you for your interest in Wesway. However, only those individuals selected for an interview will be contacted.