



*YOUR STAFFING SOLUTIONS PARTNER*

## **Administrative Assistant**

Are you an experienced Administrative Assistant looking for that next great role in your career?  
If you answered yes, we may have the position for you!

### **Do you enjoy ...**

- ✓ Providing administrative support to the team; including preparation of written materials, correspondence, ordering office supplies and booking travel arrangements.
- ✓ Accurately maintaining internal databases
- ✓ Managing the administration of the office which could include the operating budget
- ✓ Coordinating and preparing for internal / external meetings
- ✓ Website monitoring for relevant information / issues pertaining to the organization
- ✓ Communicating with key contacts to respond to inquiries

### **Do you have ...**

- ✓ Experience in an Administrative Assistant role
- ✓ Above average skills with Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint)
- ✓ The ability to work independently and a strong desire to take initiative
- ✓ Strong communication skills, both oral and written
- ✓ Excellent organization skills along with high attention to detail
- ✓ Knowledge and experience working in Social Media sites

If this describes you, what are you waiting for? Apply today!

Please send your resume to [jenniferadams@strictlystaffing.ca](mailto:jenniferadams@strictlystaffing.ca) or [kaylarafuse@strictlystaffing.ca](mailto:kaylarafuse@strictlystaffing.ca)  
we can't wait to meet you!