

NATIVE COUNSELLING SERVICES OF ALBERTA
Administrative Assistant
Calgary, Alberta



Competition No. 1773

Closing Date: November 27th.2018

Native Counselling Services of Alberta (NCSA) is a diverse, dynamic non-government organization that is committed to the holistic wellness and equitable treatment of Alberta's Indigenous individuals, families and communities since 1970. NCSA currently has a position for an Administrative Assistant in our Calgary office. The Administrative Assistant plays a pivotal role in the overall programs and services with NCSA by providing administrative support to coworkers in Calgary and Southern Alberta. This is an exciting, challenging role with additional training provided.

Skills and Qualifications:

- Administrative Diploma and/or previous work experience as an administrative field.
- Ability to deal with colleagues and community in a professional and courteous manner and to develop and strengthen professional working relationships.
- Confidence with ability to exercise independent judgement in managing the activities of the office on a day to day basis.
- Excellent computer skills with accurate typing of 50wpm, attention to detail, handling multiple tasks and prioritize to meet deadlines.
- Ability to demonstrate diplomacy, discretion, confidentiality and professionalism at all times.
- Excellent working knowledge of MS Office, Web browser, and working knowledge of Adobe is an asset.
- Reliable vehicle, valid driver's license with required liability insurance.
- Up to date Criminal Record Check, Driver's Abstract.
- Experience working in the Indigenous community and knowledge about Alberta's Indigenous people is required.

**Please forward resume
and covering letter to:**

Manager Human Resources
Native Counselling Services of Alberta
14904- 121 A Avenue
Edmonton, Alberta T5V 1A3
Fax: 780-482-7893, Telephone:780-451-4002
Email: marg-milicevic@ncsa.ca

We thank all applicants in advance. Only those selected for an interview will be contacted.

