



JOB POSTING

ADMINISTRATIVE ASSISTANT - PERMANENT FULL TIME

The Grande Spirit Foundation is currently looking for a new **Administrative Assistant** to join the administrative team based out of our senior lodges. This critical and experienced position will be responsible for providing administrative support in a high-level capacity at any senior lodge sites and is able to provide expert-level administration support; develop, implement, and/or maintain specialized projects; provide training in key skills and abilities; and/or provide leadership support at the Lodge site(s) when required.

Please note that this position will also require excellent communication skills and the maintenance of positive relationships between the management team and employees. This position's direct report, the Site Assistant Manager, may assign other duties as necessary.

Main Responsibilities:

- Provide administrative support to any lodge site by maintaining data entry and updates to resident management, inventory, and maintenance database
- Collection of rent and the issuing of receipts
- Provide administrative support in areas such as maintaining tenant files, grocery orders, Move in/out documents, Inspections (Units, Move-outs, Worksite), Rent Adjustments
- Assist with the coordination of regular events and activities for residents
- Assist with the coordination of all site inspections, Rent Reviews
- Assist with any staffing or residential issues or investigations
- Assist in maintaining the staffing schedule(s)
- As required, assist with change processes, such as the menu, new scheduler, feedback cards, etc.
- Kept up to date and inspections for Accommodation Standards
- Assist in SharePoint maintenance, IT troubleshooting issues or training, and be an active participant in the Safety Program and Training & Development program
- Committee participation is achieved by attending committee meetings, chair meetings in certain cases, and taking minutes and/or agendas.
- Support and assist in the delivery of services on approved policies and procedures
- Assist in ensuring operational compliance with all applicable legislation standards and operational guidelines

Education & Qualifications:

- Completion of High School Diploma or equivalent
- 2 years or more of experience working successfully in a fast-moving office environment; however, a combination of experience and qualifications will be considered.
- Proficient with MS Office 365 applications
- Experienced in the collection of rent, issuing of receipts, and bank deposits is a strong asset
- Willingness to further education or training is considered an asset
- Prerequisite: Valid driver's license and reliable transportation
- Prerequisite: Successfully complete a Criminal Record Check
- A genuine interest and empathy for the care of senior citizens

Initial Location of Work: Grande Prairie, AB

Initial Hours of Work: 8am to 4pm; 7.5 Hour Shift (75 Hours per Pay Period)
Monday thru Friday

Pay Range: Starting at \$25.64/hr.

Benefits: Extended Health & Dental Benefits, Life Insurance & Long-Term Disability and Retirement Programs

Start Date: As soon as possible **Apply to** Resumes@grandespirit.org

Deadline for Submissions: Monday, December 2, 2024 @9:00am

Please be advised this is a nonunion position