



EXTERNAL JOB POSTING

Please be advised this is a non-union position

STUDENT OFFICE ASSISTANTS (TEMPORARY 8-WEEK CONTRACT)

The Student Office Assistant is responsible for data entry tasks and assisting with events and activities in our lodges.

Knowledge, Skills, and Abilities:

- A friendly personality who enjoys working with seniors and families
- SharePoint skills are a huge plus, as SharePoint maintenance will comprise a large part of your duties.
- Assist with events and activities in our seniors' lodges.
- Answer phones, sort mail, and data entry, assisting visitors and/or residents with questions. (Tech-savvy enough to assist seniors with TV problems not required but greatly appreciated)
- Watering, and light gardening in the flower beds at our lodges as required.
- Duties as assigned by Administrative Assistant and/or Assistant Site Manager
- Good communication and organization skills
- Good time management skills, and the ability to work independently.
- Ability to maintain a harmonious relationship with staff and the public.

Minimum Qualifications:

- Completion of High School Diploma or equivalent
- Clerical/reception and/or customer service experience preferred.
- Prerequisite: Valid driver's license
- Prerequisite: Successfully complete a Criminal Record Check
- Prerequisite: proficiency with Microsoft 365 applications
- A combination of experience, competencies, and qualifications will be considered.
- WHMIS, First Aid, and CPR certification preferred.
- Adhere to and maintain the GSF health & safety program to ensure the utmost safety for staff, residents, and facilities.
- A genuine interest and empathy for the care of senior citizens and low-income families and individuals

Initial Location of Work:

Available at all GSF Locations
(Required to work at other sites)

Initial Hours of Work:

8 am to 4 pm; 7.5 Hour Shift
Monday through Friday

Pay Rate:

\$23.72/Hr.

Start Date:

As Soon As Possible

Apply to:

Human Resources
Resumes@grandespirit.org

Deadline for Submissions:

Monday, May 6, 2024 @8:00 am

Opening Posted:

Thursday, April 24, 2024 @8:00 am