



Internal/External Job Posting

Date: April 10, 2024

Position Id# Office Administration Specialist (Casual Relief)

Posting: Casual

Location: Magrath and Lethbridge

Start Date: ASAP

Hours: Provide As Needed Coverage

Classification: Specialist

Summary: We are currently seeking a Casual Relief Office Administration Specialist to join our team on an as-needed basis covering for sick days, vacations, and planned leaves. The Office Specialist will provide essential support to our office operations, ensuring smooth day-to-day functioning during times of increased workload, employee absences, or special projects.

Qualifications: Diploma in office administration or business administration (preferred).
Experience working with individuals with developmental disabilities.
A clear criminal record check including the vulnerable sector is required.
Emergency First Aid/CPR and APRP are required or must be obtained within 90 days, training provided through agency or provide your current certification.
Excellent verbal & written communication skills.
Proactive and resourceful problem-solving skills.
Availability to work on short notice as needed.
Experience with QuickBooks, Excel, and Microsoft office. (Considered an Asset)

Salary: \$22.89 to \$26.00 and is dependent on education and experience.

Please submit your resume and cover letter to Jason Fennema (Jason.fennema@sashab.ca).
Posting will remain open until a suitable candidate is found.