



Life is short—work somewhere great!

**ADMINISTRATIVE ASSISTANT
FULL-TIME**

Here's how you will contribute as an Administrative Assistant:

- ★ First point of contact for all visitors to the office
- ★ Conduct various administrative functions as required including answering and directing all incoming calls and visitors to the office
- ★ Professional member of the busy administrative team with an ability to promote and maintain confidentiality
- ★ Supporting the Choices for Change program with data entry, file and records management

Your new job is full-time and starts as soon as we find the right person.

never get so
busy making a
living
that you forget
to make a
life

Here's what we have to offer you:

- ★ Work-life balance
- ★ Rewarding work in a positive workplace
- ★ Hourly Range: \$18.45 - \$21.59 (depending on education and experience)
- ★ Benefits: Extensive Benefit Package, Employee Assistance Program and time off allowances (starting day one!)

Now, here's what you need to have to get into an interview:

- ★ Completion of a Diploma in Business Administration, Office Technology or a related discipline; equivalencies will be considered
- ★ Excellent working knowledge of Microsoft programs
- ★ Working knowledge of databases (Microsoft Access, Sharevision, ETO, Mobius, other)
- ★ Awesome interpersonal, communication and organizational skills with a strong attention to detail
- ★ Previous office experience in a busy environment is a definite asset
- ★ Current clear criminal record check and Intervention Record check (Alberta Child and Family Services) and Driver's Abstract (within the last 6 months)

If you're looking to make a difference, make it with McMan!

Passionate and Talented individuals can apply by
submitting a cover letter and resume to Sara Pettigrew by **December 18, 2018**

Email it to sara.pettigrew@mcman.ca or mail it to:
McMan Youth, Family and Community Service
#4 – 941 South Railway St. SE
Medicine Hat, AB T1A 2W3

**Any
Questions?
Call us at:
403-527-1588**