



Job Posting

Administrative Assistant

Warm, inviting and happy work environment!

XXX is a non-profit daycare dedicated to provide a positive learning environment that supports children in reaching their optimum level of cognitive, emotional, physical and spiritual development. We require an Administrative Assistant to support the Executive Director in the operation of our facility.

The Role

The Administrative Assistant is responsible for working with the Executive Director to ensure the effective administration of the operation while building community relations and creating partnerships with colleagues and volunteers. This is a key role that supports Centre philosophy, programs and policies to maintain a standard of care that contributes to the Centre's reputation for excellence.

- **Terms:** This is a full-time (unionized/non-unionized) position, 8 am to 5 pm Monday to Friday.
- **Salary:** \$_____ per annum
- **Benefits:** Any benefit package that is applicable for this position should be included here.

About the Ideal Candidate

- Minimum of five (5) years of demonstrated proficiency as an Administrative Assistant in a fast paced, detail oriented work environment
- Grade 12 or equivalent; Diploma or Certificate in Administrative Studies or related university degree
- Current First Aid and CPR Certificates; Child Abuse Registry and Criminal Record Checks may be required from the successful candidate
- Excellent communication skills, including oral, written and comprehension
- Computer proficiency in word processing, spreadsheets, accounting, and presentation software
- Above average accuracy, time management skills, ability to multi-task and pay attention to detail
- Strong interpersonal, business administration, and customer service skills
- Proactive, responsible, prompt and reliable attendance at work
- Promotes ethical practices and attitudes of the Nova Scotia Child Care Association
- Working knowledge of:
 - Nova Scotia Department of Community Services Food and Nutrition Standards
 - Fire Inspection
 - Employment Standards Act of Nova Scotia
 - Nova Scotia Occupational Health and Safety, including WHMIS
 - Nova Scotia Daycare Act and Regulations

How to Apply:

Apply to resumes@xxx.ca by no later than ____, 2012. Applications will be reviewed as they are received and interviews will begin as suitable candidates are identified. All applications are treated as confidential. We thank all applicants for their interest however only those selected for an interview will be contacted.