

For 10 years, HR Associates has been and continues to be the leading staffing, recruitment and consulting firm to the public sector. Our clients include many large and high-profile organizations in the: municipal, provincial, and federal governments, not-for-profit, social services, environmental and health care sectors. We are experts in staffing a wide variety of roles for our clients and we are looking for a dynamic individual to recruit for our administrative and professional-level roles.

We are currently seeking an experienced, professional and capable **Administrative Assistant** (*with Ontario Public Service experience*) to work for our public sector client.

Job functions would include:

- Electronic scheduling (MS Outlook is preferred);
- Typing/editing correspondence;
- Maintaining filing systems;
- Assisting Managers in various tasks;
- Preparing logistical arrangements for meetings and special events;
- Filing, photocopying and sorting mail; and
- Other general admin duties as required.

Successful candidates will have the following skills and capabilities:

- A minimum of 2 years experience in providing administrative support, ;
- Strong computer skills including, Microsoft Word, Excel, PowerPoint and Outlook ;
- Able to work well in a team and a fast-paced environment;
- Excellent organizational and communication skills; and
- **Experience in public sector is a must**

If you feel you possess the above qualifications, and would like the opportunity to work in the public sector please submit your resume to Emp104@hrassociates.ca .

We thank all candidates for submitting their resume; however only successful applicants will be contacted.

HRASSOCIATES

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