

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 looking for dynamic individuals for our administrative and professional levels roles.

Currently, we have an excellent opportunity for an **Administrative Assistant** to work for our not-for-profit client within the Healthcare sector, downtown Toronto.

Job functions would include:

Perform general administrative duties such as:

- Coordinating and maintaining schedules, organizing and planning meetings, events, correspondence and answering inquiries;
- Utilizing software packages to prepare memoranda, reports, presentation material, correspondence and spreadsheets;
- Liaising with internal and external contacts, coordinate information flow and perform follow-up tasks;
- Prepare and distribute minutes;
- Coordinate travel arrangements;
- Perform other administrative duties as required.

Successful candidates will have the following skills and capabilities:

- A minimum of 5 years providing administrative support;
- Strong computer skills including Microsoft Word, Excel, PowerPoint and Outlook;
- Ability to deal effectively with sensitive, complex and urgent issues;
- Ability to work well in a team and independently;
- Excellent organizational and communication skills;
- Strong analytical, organizational and multi-tasking capability;
- Experience with **Dicta**, recording and transcribing minutes.

If you feel you possess the above qualifications, and would like the opportunity to work in the public sector please submit your resume to emp101@hrassociates.ca

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