

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** 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 (MS Access and MS Project is an asset);
- Able to work well in a team and a fast-paced environment;
- Excellent organizational and communication skills; and
- Experience in a non-profit or public sector environment is an asset.

If you feel you possess the above qualifications, and would like the opportunity to work in the public sector please submit your resume to [Emp102@hrassociates.ca](mailto:Emp102@hrassociates.ca) .

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

**HRASSOCIATES**

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