

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 **Bilingual Administrative Assistants** to work for our Not-For-Profit / Public Sector Clients:

Job functions would include:

- Scheduling / Calendar Management / email correspondence;
- Answering phone inquiries as applicable;
- Typing/editing correspondence;
- 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, ;
- Must be fully Bilingual (French) both oral and written;
- Strong computer skills including, Microsoft Word, Excel, PowerPoint with excellent skills in MS Outlook
- Able to work well in a team and a fast-paced environment;
- Excellent organizational and communication skills; and
- Experience in non-profit / public sector 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 [Emp108@hrassociates.ca](mailto:Emp108@hrassociates.ca) .

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

**HRASSOCIATES**

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