

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 **Project Assistant** with our public sector client in the downtown Toronto area. This position will be a 6 month contract with one of our clients in the Health Care industry.

Job functions would include:

- Provide administrative support to project team including:
  - Meeting Coordination – scheduling, agenda content gathering, material distribution, receiving attendees, boardroom booking / setup, etc.;
  - Information Distribution – incoming & outgoing mail, packages, electronic materials and distribution materials;
  - Document preparation and management;
  - Maintain stakeholder contacts and distribution lists;
  - Assist project leads, project managers and project coordinators as required;
  - Perform the administrative work related to the day-to-day internal activities required by the project.

Successful candidates will have the following skills and capabilities:

- A minimum of 2 - 3 years of project administrative experience;
- Excellent knowledge of MS Office (Word, Excel, Power Point, Outlook);
- Knowledge of Visio & MS Project is an asset;
- Experience with statistical database is an asset;
- Experience in co-ordination is an asset;
- Experience in the health sector is an asset
- Able to work well in a team and prioritize and multi-task under tight deadlines;
- Able to work in a fast-paced environment;
- Strong interpersonal and customer-service skills with the ability to establish solid working relationships with external stakeholders and colleagues;
- Excellent organizational and communication skills.

If you feel you have the qualifications and are interested in applying for this position, please submit your resume and rate expectations as an MS Word attachment to [Emp106@hrassociates.ca](mailto:Emp106@hrassociates.ca) .

We thank all candidates for applying however only those candidates selected for an interview will be contacted.