



**Administrative Assistant  
Fort McMurray office  
Half-time**

Do you want the flexibility of part-time employment? Are you attending college, a stay-at-home parent, or semi-retired and would like to earn a competitive wage? If so, we are looking for you.

We are seeking a half-time Administrative Assistant to work in our Fort McMurray office, located on the campus of Keyano College. You will work 20 hours per week, to December 31, 2018.

**Your responsibilities will include:**

- Provide administrative support for career awareness, exploration and experience programs.
- Prepare for meetings and take minutes.
- Provide reception (phone and in-person) and general office support.
- Organize schedules for the Regional Director and three Field Directors.
- Assist in organizing meetings and events.
- Update materials and PowerPoint presentations.
- Maintain files and records.

**You will have the following traits:**

- Related administrative support experience.
- Strong organizational skills, professional and friendly, and able to work independently are key.
- Competency of Microsoft Office is a must with a solid working knowledge of Excel and databases.
- Completion of a post-secondary program for Administrative/Office Assistants is an asset.
- Class 5 drivers licence.
- Satisfactory criminal record and child welfare checks will be required.

If this is the opportunity you are looking for, please send your resume and cover letter to [\*\*HR@nextgen.org\*\*](mailto:HR@nextgen.org).

This opportunity is open until a suitable candidate is found. Thank you for your interest in this position, however, only those selected for an interview will be contacted.