

Employment Opportunity Student Services General Administrative Assistant

The General Administrative Assistant will support the work of management and staff in Student Services at University nuxehot'ine thaa?ehots'ï nistameyimâkanak Blue Quills. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements. This is a term position to March 31, 2023.

Responsibilities:

- Answer general phone inquiries using a professional and courteous manner
- Reply to general information requests with the accurate information
- Respond to faxes, mail, general e-mails
- Prepare reports, memos and documents
- Code and file material according to the established procedures
- Perform office administrative duties to support services department and other departments as required

Qualifications

- Post-secondary education in Office Administration is considered an asset
- Must be proficient in Microsoft Office applications
- Excellent written and verbal communication skills

Posted May 5, 2022

Open until a suitable candidate is found

Please submit resumes to: Sheila Poitras, by email at: sheilap@bluequills.ca or by fax at: (780) 645-5215