

Job Opportunity

Administrative Assistant



Walgwan is a national treatment center for young people who are fighting against drug addiction and dependencies.

Young people greeted at the Walgwan Center are indigenous youth between 12 to 17 years old.

www.walgwan.com

Under the direct supervision of the Executive Director, the person will have to meet the following challenges:

- Provides general clerical and administrative support for the Centre's staff, clinical team and the executive office as requested
- Maintains and updates the office data base, including filing systems, director contacts, as well as classifying information, consolidating and storing paperwork, hard copies and electronics, for the administration
- Reconciles purchase orders, coding of accounts payable and supplier statements relating to supplies and/or equipment
- Assists the Executive Director with Board meetings by helping to prepare documents, making travel arrangements, sending board materials out in advance, and other related duties as requested
- Coordinates accounting and administrative services and establishes the priority tasks related to accounting cycle and ensures that deadlines are met and procedures are followed
- Collects and analyzes financial data and prepares monthly financial reports as requested to present the reports to the Executive Director and Board quarterly
- Enters employee payroll in accounting system in accordance with established procedures including verification of approvals, deductions and pay slip information
- Administers and maintains the group insurance program and the pension plan for the staff
- Receptionist duties (phones, visits, etc.)

Qualifications required:

Post-Secondary training in business techniques, management or administration AND three (3) years direct work experience as a supervisor and senior administrative assistant

OR

Certificate or Diploma in Office Procedures, Business, Management or Accounting AND one (2) years direct work experience as a supervisor

Profile :

- Be in good physical condition
- Adapts easily to changes
- Organized and structured
- Independent, committed, motivated, and outgoing
- Good interpersonal skills and communication skills
- Must submit to a security verification of judicial history, and road safety. Must obtain in the course of the probationary period CPR certificate and non-violent crisis intervention certificate.
- First Nation decent is considered an asset
- Bilingual (or a good understanding of French)

Location of work: Gesgapegiag, Gaspésie, Québec.

Salary scale: Depending on experience and qualifications, an annual salary between \$42, 436 to \$50, 715

Work conditions: Full time/37.5 hrs. Probationary period of 6 months. Group insurance, pension plan, personal days and a generous amount of annual holidays.

The applications received remain confidential.

Forward your candidacy before: January 29, 2021 at 4:00pm
Centre Walgwan Center, Pamela Charlong, Executive Director
Email : edwalgwan@globetrotter.net