



October 1, 2024

Internal/External Job Posting Casual Administrative Assistant Main Office

- Purpose:** Sage Haven Society provides a variety of counselling and support services to Women, Children, and families. The Administrative Assistant performs a variety of administrative and secretarial duties as required for the smooth functioning of the agency.
- Site:** Main office 3082 3rd Avenue
- Hours:** Hours TBD. This is a one-day bi-weekly position covering every second Monday and relief for holidays and sick leave coverage.
- Skills:** Clear understanding of Violence Against Women.
Ability to work independently.
Excellent oral and written communication skills
Excellent computer skills specifically Microsoft Word, Excel, Publisher and Outlook
Knowledge of Salesforce an asset
IT troubleshooting an asset
Management of Social Media Sites
Ability to work independently and as a team member
Work effectively in crisis environments
Ability to problem-solve
Effective time management skills
Excellent planning and organizational skills
Well-defined personal boundaries
Cash Management
- Education:** Office Careers Certificate plus one year of experience or equivalent related combination
- Salary:** HSA union Grid 12, \$29.17 - \$33.49/hr.
This position requires Union membership
- Apply:** By email: workwithus@sagehavensociety.org by noon October 11, 2024