



JOB OPPORTUNITY

Social Services Administrative Assistant

*full time/part time
permanent - 6 months probation*

*Kanesatake Health Center
12, Joseph Swan, Kanesatake, QC*

SUMMARY OF POSITION

The Social Services Administrative Assistant is responsible for providing technical, administrative, and logistical support to the Child & Family Services team. He/she assists in overseeing the administrative operations of the Kanesatake Health Center Inc.

QUALIFICATIONS & EDUCATION REQUIREMENTS

- High school diploma or equivalent education required;
- Experience in administration is an asset.

PREFERRED SKILLS

- ability to fill out reports;
- good communication skills, written & oral;
- excellent knowledge of Microsoft Office and computers;
- organization skills;
- ability to analyze information;
- present professionally;
- knowledge of the social services field is an asset;
- problem solving skills;
- ability to work independently or in a team.

SALARY SCALE

As per KHC salary scale

START DATE

As soon as possible

***Priority will be given to Indigenous candidates.
Candidates must undergo a background check and sign an oath
of confidentiality.***

Submit your Resume by February 9, 2024, to:
Vanessa Nelson, Administration & HR Manager;
v.nelson@kanesatakehealthcenter.ca;
12, Joseph Swan, Kanesatake, QC, J0N 1E0