Administrative Assistant, Human Resources

Job Description

Administrative Assistant, Human Resources

Closing Date (MM/DD/YYYY): 05/19/2019

Worker Type: Short-Term (Fixed Term)

Language(s) Required: English, French

Term Duration (in months): 6

Passion for administration required
Provide administrative assistance to a team of people who need help to accomplish great things. Organize and prepare budget submissions, schedule meetings, and provide technical administrative support. This position is designated bilingual (English and French), and the successful candidate must be able to communicate in both of Canada’s official languages.

What you’ll do:

- Provide administrative support to a variety of projects and programs
- Manage and track the team’s budgets
- Process invoices and expense claims
- Schedule and organize internal meetings and events

What we’re looking for:

- Organized and detailed multi-tasker
- Strong communicator who values teamwork, initiative and accountability
- Self-starter with a strong desire to learn and grow

What you’ll need:

- Specialized administration and software training plus at least three years of related admin experience (or equivalent combination of education and experience)

External Site URL: https://fccfac.wd3.myworkdayjobs.com/careers-carrieres/job/Regina-Saskatchewan/Administrative-Assistant--Human-Resources_R-1000674