



# JOB OPPORTUNITY

## Executive Assistant

*full time  
permanent - 6 months probation*

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

### SUMMARY OF POSITION

The Executive Assistant acts as a representative and is responsible for providing a variety of administrative tasks and support to the Executive Director. Additionally, the Executive Assistant contributes to the efficiency of the organization by providing personalized and timely support to the Executive Director.

### QUALIFICATIONS & EDUCATION REQUIREMENTS

- Bachelor's degree in public administration or business management preferred or,
- Equivalent certificates in the related field with minimum two years of experience in a management position,
- Must maintain high level of trust and confidentiality.

### PREFERRED SKILLS

- must have excellent communication skills;
- must be highly responsible and organized;
- must enjoy working independently and as a member of a team;
- must have excellent initiative;
- must love contact with the public;
- must manage stress well;
- must possess strong time management skills;
- must be flexible with changes to schedules and able to meet deadlines.

### 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.***

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