

Student Administrative Assistant

FFAW-Unifor is seeking an Administrative Assistant to join our team. This is a temporary, student position. This position will report to the Office Manager and will be able to work in a fast paced, deadline driven environment. The successful candidate will be tasked with a wide variety of administrative responsibilities.

Responsibilities:

- Answer phones and direct inquiries appropriately
- Arrange appointments, meetings and keep calendars maintained and up to date
- Maintain confidential information for the organization and ensure information is handled appropriately
- Support a broad range of administrative activities as required
- Other duties as required

Qualifications

- Must be a student planning to return to school in the fall.
- Must be legally entitled to work in Canada
- Proficient in Microsoft Outlook, Word, Excel and PowerPoint
- Ability to exercise sound judgment, prioritization and maintain confidentiality
- Exceptional organizational skills
- The ability to multi-task and juggle multiple priorities
- Excellent verbal and written communication skills

Any offer of employment will be conditional upon verification of full vaccination or approved exemption for COVID-19. This position is based in Corner Brook, NL.

Please submit your cover letter and resume demonstrating how you meet the qualifications of this position to jobs@ffaw.ca

FFAW-Unifor is committed to employment equity and is actively seeking to ensure a representative workforce. We encourage applications from equity seeking groups.

Application Deadline: June 8th, 2022