



Our Mission To provide quality services which enhance the lives of people with disabilities.

Career Opportunity
Administrative Assistant

Full-time Temporary Position (18-month term)

Reference: #ADMIN

Company Overview:

Quest Support Services is a community of people dedicated to providing quality services which enhance the lives of people with disabilities. Our employees enjoy a fun, safe and diverse work environment, that provides opportunity to grow your skills, tackle new challenges, expand your knowledge and experiences – all while knowing your contributions are making a difference in people's lives.

General Description:

Reporting to the Associate Director of Employee Resources, the *Administrative Assistant* is responsible to work collaboratively with the administrative team and manage the daily operational needs of the Agency and management team.

Essential Skills and Abilities:

- Able to represent self professionally
- Excellent organization and attention to detail
- Demonstrate confidence in speaking with people over the phone and in person
- Ability to maintain confidentiality practices
- Exceptional verbal and written communication skills
- Ability to create basic administrative documents (excel spreadsheets, memos, job postings, etc)
- Competent in navigating computers and various systems

Job Duties:

- Greet and assist main office visitors
- Maintain clean and organized office/shared spaces
- Assist the hiring process for *Disability Service Workers* including creating job postings, booking interviews, completing references and interviews as required
- Act as the company benefits administrator
- Complete invoicing for various services
- Manage company funds including credit cards, petty cash and invoices
- Complete external errands such as small purchases, post office, and banking
- Assist in managing Agency internal training courses
- Act as the primary back-up for the *Front Desk Administrator* daily
- Manage company emails and mailing lists

Experience, Education, and Requirements:



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- Post-Secondary Diploma in Office Administration, Human Resources or related discipline
- 1-year work experience in an administrative role
- Valid Class 5 Driver's License; vehicle to be used for work purposes with \$2 million liability coverage
- Clear Criminal Record including the vulnerable sector check

Hours: Monday to Friday: 8:00 – 16:30

Salary: \$39,500 per year

Additional Benefits:

Paid time-off
Alberta Blue Cross benefits package
Lethbridge Fitness Club Corporate Membership available
SIX08 Health Partnership

*Applicants must submit a letter of intent, references and resume quoting the reference #ADMIN to Kendal Tremblay in person at 860 Heritage Blvd West, Lethbridge, Alberta, or by email at hr@questsupport.com .
Only those applicants successful for an interview will be contacted.*

Closing Date: March 20, 2023 @ 8:00am