

Job Order Detail

[Home](#) | [Search Jobs](#) | [Job Order Details](#)

Office Assistant

Job Order #: 5356648

Employer Name: Regina Transition Women's Society

Wage/Salary Info: \$13.50 per hour

Posted Date: 01-May-2014

Location: REGINA
[Map it](#)

of Positions: 1

Employment Terms: Seasonal:F-T

Length of Employment: 12 weeks

Education: Completed at least some post-secondary

Experience: 0-6 Months

Apply By: 10-May-2014

How to Apply?: Please apply via email with your resume, 3 work related references and a cover letter stating how you learned about this position.

Application Information

Employer Name: Regina Transition Women's Society

Contact Name: Carla Beck

Contact Phone: 306.757.2096

Contact Email: assistanted@reginatransitionhouse.ca

Employer Website: www.reginatransitionhouse.ca



Student Job

Description

The Office Assistant is responsible for supporting clerical and administrative functions at a shelter for women and children fleeing abuse.

SKILLS AND ABILITIES

The successful applicant will:

- Display basic computer literacy in word processing, spreadsheet and email applications
- Be able to contribute to organizational record keeping
- Maintain strict confidentiality at all times
- Pay attention to detail
- Display professional telephone, written, and verbal communication
- Be able to display effective written communication skills
- Be proficiency in the use of office equipment including, telephone voice messaging systems, fax and photocopier
- Possess the ability to work cooperatively and effectively with others
- Possess the ability to establish and maintain positive working relationships with people of diverse ages and backgrounds

The Office Assistant will work closely with the management team at Regina Transition House. The Office Assistant will have contact with all staff and clients at the shelter on a day to day basis.

This position is open to full-time students returning to full-time studies in the fall. The position is open to both male and female applicants between the ages of 18 and 30.

Vous désirez plus d'information
en français sur ce poste?

[Contactez-nous!](#)

[Home](#) | [Search Jobs](#) | [Job Order Detail](#)



© 2014 SaskJobs. All rights reserved.

[Privacy Statement](#) | [Disclaimer](#) | [Copyright](#) | [LMS Offices](#) | [Mobile Site](#) | [Site Map](#)