



Freehorse Family Wellness Society

5333-91 Street, 2nd Floor, Edmonton, AB T6E 6E2

Fax: (780) 944-0176

PART TIME ADMINISTRATIVE ASSISTANT

Freehorse Family Wellness Society is seeking a highly motivated, organized, enthusiastic individual capable to multi-tasking to fill the position of Funding Officer

Duties include:

- ✎ Basic administrative duties/support (Scanning, filing, telephone assistance, walk in assistance, maintenance of all inner office logs, and supplies, faxing, photocopying, etc.)
- ✎ Assistance with student file maintenance, Data entry using Excel, Access and other programs
- ✎ close student contact (telephone, in person, letter writing)
- ✎ contact with universities and colleges across Canada
- ✎ Cleaning and sanitizing office; others as required, must be flexible

Qualifications:

- ✎ minimum two years post secondary education
 - ✎ minimum two years administrative experience
 - ✎ proficiency in Office (Word, Excel, ACCPAC, other windows-based applications)
 - ✎ knowledge of funding programs and policies
 - ✎ knowledge of First Nations
- interest in post-secondary education and the well-being of students
- ✎ excellent inter-personal, communication, time management, organizational skills, accuracy
 - ✎ must be willing to work as a team member to provide the best services possible

This may lead to a full-time position after the successful completion of a six-month probationary period. Salary \$ 17-19 /hr.

Email: Resume and cover letters to:

general@freehorse.org

Thank you for your interest. Only those selected for interviews will be contacted.