

WE ARE HIRING!



Posting #2025-ADM-18

ADMINISTRATIVE ASSISTANT

About the Job (this is an existing position within the organization):

The Administrative Assistant provides clerical support including but not limited to operating the organization telephone switchboard, greeting clients and visitors, completing mail collection and delivery, and general administrative duties.

Qualifications:

- 1 or 2 year diploma in Office Administration or equivalent
- 2 years experience in an office setting and proficient in the use of software programs including Microsoft Office (ie Word, Excel, and Power Point)
- Must possess valid driver's license, have clean driver's abstract, and be insurable
- Current updated immunization required
- Must possess or be willing to obtain current First Aid and CPR qualifications
- Employment is conditional upon successful completion of a vulnerable sector criminal records check

Requirements for Submission:

Candidates are invited to submit an employment application (www.fftahs.com/careers), cover letter and resume, including three employment-related references, one being from a current or most recent supervisor. Please reference the competition **#2025-ADM-18**

Deadline for Submission:

Open until Wednesday September 17, 2025 at 4:00pm CST



SALARY RANGE : \$39,783 – \$53,044
(SALARY BASED ON EDUCATION AND EXPERIENCE)

✉ humanresources@fftahs.org

📍 Hiring Committee
P.O. Box 608
Fort Frances, ON
P9A 3M9

Job Description is available upon request. Giishkaandago'ikwe Health Services is an equal opportunity employer, Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we will only contact those persons selected for an interview. Miigwech, thank you.

AI tools are not used during any stage of our hiring process.