

WE ARE HIRING!



Posting #2025-ADM-23

SENIOR ADMINISTRATIVE ASSISTANT (1.0 FTE)

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

Reporting to the Chief Executive Officer, the Senior Administrative Assistant receives direction through the Executive Associate and the Senior Management team. The Senior Administrative Assistant provides administrative support to the Senior Management team and works with the Executive Associate to help drive operational goals from development through successful execution of program initiatives

Qualifications:

- 1 or 2 year diploma in Office Administration or equivalent
- 5 years' experience in an administrative assistant role
- 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-23**

Deadline for Submission:

Open until Wednesday November 5, 2025 at 4:00pm CST



SALARY RANGE : \$66,331 – \$75,795
(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.