



Cornwall & Area Housing Corporation
Société de logement de Cornwall et de la région

1916, rue Pitt Street, # 11, Cornwall, Ontario K6J 5H3
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Administrative Assistant

Reference: 2018-001

Cornwall and Area Housing Corporation is seeking one (1) individual to fill the permanent full time position of Administrative Assistant.

Applicants must possess the following qualifications:

- Minimum of 5 years of recent experience at a high level of Administrative responsibility;
- Post-secondary education in administrative studies;
- Ability to act as recording secretary to the Board of Directors and various committees,
- Ability to prepare agendas, supporting materials, minutes; arrange space for meetings and coordinate follow-up actions;
- Ability to provide secretarial and clerical support to the General Manager, the Manager of Capital Works and Maintenance and the Manager of Finance and Administration;
- Ability to organize and maintain confidential files;
- Ability to work in a highly computer-literate work environment (Windows, Yardi Voyager, Microsoft) and assist with networking tasks;
- Must be available to assist with the provision of after-hours emergency services on a rotational basis;
- Ability to work some flexible hours, including evenings and weekends;
- Must possess excellent communication skills (both oral and written) in English and French;
- Knowledge of Ontario Health & Safety standards;
- Maintain a valid unrestricted Class G Driver's License with a clean abstract;
- Have the use of a personal vehicle is required;
- Must provide a Vulnerable Sector Police Background Check to the Corporation's satisfaction.

Reporting to the General Manager, the Administrative Assistant is responsible for providing confidential, bilingual support to the General Manager and Board of Directors in their activities.

The Cornwall and Area Housing Corporation offers a competitive hourly rate of pay and comprehensive benefits.

Applicants are invited to submit resumes and proof of qualifications by Tuesday, January 30th at noon.

The Cornwall and Area Housing Corporation
Attention: Manager, Finance and Administration
Cornwall and Area Housing Corporation
1916 Pitt Street, Unit 11 Cornwall, Ontario K6J 5H3
Fax: 613-938-6280
E-mail: hr@cahousing.ca

Cornwall and Area Housing Corporation is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for interviews will be contacted. Une copie de ce document est disponible en français en communiquant au (613) 938-7717 poste 16.