



St. John Ambulance

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**COUNCIL FOR ONTARIO
JOB POSTING**

PLEASE POST

Position: Administrative Assistant
Position Location: St. John Ambulance Woodstock - Brant Branch
Posting Type: Full time permanent
Posting Date: February 1, 2012

Purpose of the Position: Assists with the administrative support of the Branch.

Essential Duties: Assists the Branch Manager and through answering phones, maintaining course records and coordination of instructors for classes.

- Reconcile payment information appropriately in and maintain accurate records in the UNITY system
- Provides assistance to support the work of the Instructors, Branch Board and Community Service Divisions through the scheduling and attending of meetings, verbal and written correspondence and other activities
- Assists in the development and maintenance of Branch-related information management initiatives including data entry and report development. This includes the processing of all course certifications and renewals
- Provides administrative support to Branch-related events such as workshops, presentations and ceremonies this support includes facilities management
- Assist with Branch marketing duties
- Perform all other duties as assigned by the Branch Manager

Knowledge, Skills, Education & Experience:

- Current word processing and information management knowledge and skills including knowledge of current Microsoft Office (Excel, Word) applications
- Experience with volunteer and project support
- Solid organizational and interpersonal abilities
- Able to meet deadlines and perform in team situations
- Previous administrative experience
- Ability to prioritize and schedule multiple tasks and respond to changing priorities
- Previous client relations experience an asset

Please submit resume and covering letter to Christine Klassen, Branch Manager, via e-mail: woodstock@on.sja.ca
Or Fax: 519-537-7666 by **Monday February 13, 2012**