

Position: **Administrative Associate, Camp Easter Seal**

Employment type: Seasonal, Full-time (May 14 to August 19, 2012)

Interviews begin: March 2012

Duties and responsibilities:

Under the direction of the Camp Administrative Assistant, the Administrative Associate is responsible to:

- Answer, assist and direct phone calls
- Maintain camper and personnel files; hardcopy and database
- Operate the canteen and maintain inventory
- Process in-coming and out-going mail
- Provide assistance to campers, visitors and staff as needed
- Maintain positive customer relations
- Other administrative duties as assigned by Camp Administrative Assistant & Camp Manager

Qualifications:

- Working knowledge of Microsoft Office programs
 - Effective interpersonal, problem solving and conflict resolution skills
 - Strong organizational skills
 - Written and oral communication skills
- The final candidates are required to provide a satisfactory Criminal Record Check and Vulnerable Sector Search*

Compensation: \$92.24 per day plus Room and Board

Submit Camp Easter Seal Employment Application

<<http://www.abilitiescouncil.sk.ca/main/html/services/camp/jobs.html>> complete with references and resume to:

Mail: Camp Easter Seal
Saskatchewan Abilities Council
1410 Kilburn Avenue, Saskatoon, SK S7M 0J8

Phone: (306) 653-1694

Direct Line: (306) 664-7203

Fax: (306) 652-8886

Email: campeasterseal@abilitiescouncil.sk.ca

For position-specific questions, please contact the above.

We believe in workplace diversity and encourage applications from women, Aboriginal people, persons with disabilities and members of visible minorities.