

# JOB POSTING



**Title:** Administrative Assistant

**Hours of Work:** Full-time, Permanent

8:30 AM - 4:30 PM Monday-Friday

*Health Care Benefits*

*Vacation & Sick Time Accumulated Monthly*

*Specialized training and education opportunities for professional growth*

*Supportive and collaborative work environment*

## Key Responsibilities

- Manage daily correspondence
- Maintain organized filing systems and record management.
- Prepare meeting reports and minutes.
- Maintain and process the Resident's trust account transactions with accuracy.
- Maintain and update financial records using QuickBooks.
- Develop and distribute orientation packages for new staff and residents.
- Coordinate and support organizational events
- Provide executive-level administrative support
- Collaborate with office admin on financial and administrative tasks.
- Facilitate effective communication between staff, management, residents, families, and the wider community.
- Provide basic IT support and troubleshooting across the organization.

## Skills & Qualifications

- **Education & Experience:** Diploma or certificate in office administration, business, or related field (or equivalent experience).
- **Technical Skills:** Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), QuickBooks, and Canva.
- **Communication Skills:** Strong written and verbal communication skills; strong interpersonal skills with the ability to communicate effectively with elderly residents, community stakeholders, and across departments.
- **Organizational Ability:** Excellent multitasking, time management, and attention to detail.
- **Financial Knowledge:** Experience with billing, payments, and financial record-keeping is an asset.
- **Professionalism:** Ability to maintain confidentiality and handle sensitive information with discretion.
- **Teamwork & Initiative:** Collaborative mindset, with the ability to work independently and support multiple departments.
- **Event Coordination:** Experience planning or assisting with events and community activities is an asset.

## APPLICATION PROCESS:

To apply, please email your resume and cover letter to [office@vgm.ca](mailto:office@vgm.ca) or fill in an application via [www.vgm.ca](http://www.vgm.ca)

**Application Process Closing Date:** October 17<sup>th</sup>, 2025

**Starting Date:** October 22, 2025