

Is Francophone Integration Important to you? Join our Team!

We are looking for an **Administrative Assistant** to join our team! You will be responsible for performing administrative tasks to support CIF's Management and project coordination activities.

About the Coopérative d'intégration francophone de l'Î.-P.-É. / PEI Francophone Integration Cooperative (CIF):

We are a non-profit settlement service organization that assists in the recruitment, reception, and settlement of francophone newcomers.

*** IMPORTANT PREREQUISITES *:**

A legal status to work in Canada and a presence in the territory
A valid PEI driver's license and a reliable means of transportation

Start of Employment: As soon as possible.

Salary and Benefits: 30 hours per week at an hourly rate between \$25 to \$30/hour depending on the candidate's profile. We offer: a group insurance plan, vacation based on years of service, access to continuing education and development, contributions to RRSPs, etc.

Work Locations: Charlottetown and Wellington with the opportunity to work from home. Travel to Summerside to the Financial Services office will be required once or twice a month.

Summary of Position and Responsibilities:

- Support and maintain financial system (budgeting, receivables, and payables) of the CIF's operations and its projects in consultation with the Financial Services (responsible for accounting).
- Compile, as appropriate, data, statistics, and other information to support research activities.
- Prepare, type, revise and proofread correspondence, invoices, presentations, brochures, publications, reports, and other related documents from dictated or handwritten notes.
- Open and distribute postal and electronic mail and other documents received and coordinate the circulation of information internally and with other departments and organizations.
- Order and maintain inventory of office supplies.
- Respond to phone and email inquiries and forward telephone calls and messages.
- Establish and maintain manual and computerized filing information systems.
- Ensure implementation of the office's operating methods.
- Greet visitors, determine the purpose of their visit, and direct them to the employer or the appropriate person.
- Organize trips and make necessary reservations.
- Supervise and train, if necessary, office employees on work methods and use of common software.
- Support, if necessary, with conference organization (RIF and the Bienvenue Évangéline project).

Qualifications:

- **Good skills in French and working knowledge of English (basic bilingual):** the working language is French (*support and resources may be provided to acquire and improve level of both official languages*).
- Proven experience as an administrative assistant, virtual assistant, or office administrative assistant.
- Knowledge of Canadian office management systems and procedures.
- Operational knowledge of office equipment, such as printers and fax machines.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- Excellent task and time management skills.
- Attention to detail and ability to solve problems.
- Strong organizational skills and ability to handle multiple tasks at once.

To Submit your Application:

The deadline to submit your application is **May 13, 2022**. If you are interested in this position, please send a cover letter and your curriculum vitae to nicoleb@cifpe.ca