



**Canadian Mental
Health Association**
Lambton Kent
Mental health for all

**Association canadienne
pour la santé mentale**
Filiale de Lambton Kent
La santé mentale pour tous

**Administrative Assistant
1 Temporary Part Time Contract (17.5 hours per week)
Sarnia Site**

The Canadian Mental Health Association Lambton Kent Branch is a proudly merged community agency serving the mental health needs of Lambton County and the Municipality of Chatham-Kent.

Our vision is to have mentally healthy people in a healthy society. As a leader and champion for mental health, CMHA Lambton Kent provides services and facilitates access to the resources people require to maintain and improve mental health. Our efforts promote community integration, build resilience, and support recovery from mental illness.

This position is responsible for providing a complete range of secretarial, clerical, administrative support and reception functions.

Reporting to the HR Generalist/Admin Supervisor, the incumbent will be responsible for the following functions:

- answers phone enquiries, takes messages, refers caller to appropriate personnel and provides information as requested;
- responds to visitor enquiries, making referrals to appropriate personnel, providing and/or taking information, and dealing with clients and the general public in a professional manner
- provides a complete range of secretarial and clerical services for management and staff, as assigned;
- maintains filing systems, creating and deleting files as required, retrieving information and ensuring the Agency policies regarding privacy are followed;
- prepares agendas, correspondence summaries and other items for meetings in consultation with the manager/staff and ensures items are distributed appropriately
- edits and proofs letters and reports going out under the signature of the manager ensuring accuracy of grammar and content

Qualifications:

- Post-secondary education in Office or Medical Administration is required with 3-5 years of related experience in a busy office setting or medical clinic.
- A valid driver's license, and use of a vehicle, which will be used in conducting agency business, would be considered an asset.
- Preference will be given to a qualified candidate who is proficient in both official languages



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Skills required:

- demonstrated proficiency in Microsoft Office applications, as well as the ability to learn other Windows-based applications is required;
- the candidate will work with other professionals using strong problem solving and communication skills;
- take action in solving problems while exhibiting judgment, flexibility, and realistic understanding of issues;
- work collaboratively with colleagues and other professionals to problem-solve and achieve common goals in a participative manner using a cooperative approach.

Hours of Work: 17.5 hours/week. Flexible hours are required to meet the position requirements.

Salary: Commensurate with experience within the range: \$19.89-\$24.20.

Applicants should submit a covering letter and resume by March 21, 2018 to:

Cindy Kremer, Human Resource Generalist/Admin Supervisor

Canadian Mental Health Association

Lambton Kent Branch

210 Lochiel St, Sarnia ON N7T4C7

E-Mail: humanresources@cmhalambtonkent.ca

Please quote: Job Posting #08-2018

Canadian Mental Health Association – Lambton Kent is committed to a workplace reflecting the diversity of the community it serves and encourages applications from all qualified candidates, including women, members of visible minorities, Aboriginal Peoples and persons with disabilities.

While we thank all applicants for their interest, only those selected for an interview will be contacted. If contacted for an interview, please inform us should accommodation be required.