

**JOB POSTING
ADMINISTRATIVE ASSISTANT
YET KEEN SENIORS' DAY CENTRE PROGRAM
PART TIME (16 HOURS PER WEEK)**

The Administrative Assistant is responsible for providing administrative support to program staff, which includes coordinating daily office activities, providing secretarial support and developing/maintaining office systems.

The successful candidate should have the following qualifications:

- Grade 12
- Two to five years office experience, preferably in a community based setting

Languages:

- Written and spoken fluency in both English and Cantonese required
- Mandarin and other languages an asset

Other Job Requirements:

- Computer skills- current word processing, electronic mail, data base/spread sheet knowledge and experience
- Ability to operate other office equipment
- Up to date certification CPR and Standard First Aid

Start Date: December 14, 2009

Please submit resume and covering letter by Friday October 9, 2009 to:

Celia Abraham
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Ottawa, Ontario
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