

Human Resources

Location: 1 Permanent Full Time Position in Cornwall/Alexandria.

Salary: TBD

Description of Job:

The candidate will support the Director in the hiring process for the company. Maintain staff files and requirements. The individual will also perform secretarial and receptionist functions. The candidate will organize professional development for staff. Traveling weekly to locations for observations required.

Qualifications:

- A minimum of two years' experience in administrative, secretarial and HR duties.
- Demonstrated organization, planning skills
- Demonstrated ability in Windows based computer systems, database and word processing tools (Microsoft Word, Excel and Outlook).
- Experience using the Internet.
- Excellent communication skills
- Must possess a valid driver's licence for travel
- Understanding in child development an asset

Requirements:

- Vulnerable sector check
- CPR & First Aid Level C
- Updated Immunizations (including varicella, TDAP, TB)

Applications will be accepted until filled.

Please send your application to:

Mary Séguin – Director

Young Achievers Daycare

sequinm@hotmail.ca

Only those selected for an interview will be contacted.