

# Secretary

**Location:** Casual part time Alexandria, ON

**Salary:** TBD

## **Description of Job:**

The individual will assist management and perform secretarial and receptionist functions, answer calls and forward messages.

## **Qualifications:**

- A minimum of one year experience in administrative, secretarial 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

## **Requirements:**

- Vulnerable sector check

Applications will be accepted until filled.

## **Please send your application to:**

Mary Séguin – Director  
Young Achievers Daycare  
[sequinm@hotmail.ca](mailto:sequinm@hotmail.ca)

*Only those selected for an interview will be contacted.*