



Sisters of Charity Halifax

POSITION DESCRIPTION

Department: Sisters of Charity Caritas Residence

Position title: Administrative Assistant

Reports to: Co-ordinator for Sisters of Charity living at Caritas Residence

Function: To act as Administrative Assistant to the Coordinator

Duties:

- Provide accurate and efficient secretarial and computer services.
- Handle confidential material. Prepare and distribute emergency on-call schedule for volunteers.
- Identify and confirm Priests for weekday and Sunday Masses, special services and funerals,
- In conjunction with members of the Co-ordinator's office, prepare necessary documents required by the funeral home, obituary for newspapers, format programs for funeral services.
- Identify and confirm volunteer drivers for medical appointments.
- Maintain and update biographical records for Sisters living in the Retirement Centre.
- Maintain and update administrative filing systems.
- Maintain office inventory and supplies.
- IT skills are an asset.
- Part time position, approximately 25 hours per week.

Special Requirements/Skills:

- Proficiency in Word, Excel, Publisher, Windows 10 & basic troubleshooting.
- Good interpersonal skills with members of the Congregation and co-workers.
- Capacity to function in a confidential manner especially with sensitive information pertaining to the Sisters of the Retirement Centre.
- Ability to work independently and with others, to make decisions and to act on own initiative.
- Ability to prioritize jobs and to adjust quickly from one task to another.

Please submit your resume by email to:

Joanne Burns-Theriault: jburns-theriault@schalifax.ca

Co-ordinator for Sisters of Charity living at Caritas Residence, 215 Seton Road, Halifax, NS