**A logo for a wellness center

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**Job Title:** Part-Time Administrative Assistant

**Location:** Pictou County Wellness Centre

**Job Type:** Part-Time

**Job Description:**

We are seeking a highly organized, detail-oriented Part-Time Administrative Assistant to join our team. The ideal candidate will provide essential support to our staff, ensuring smooth daily operations and handling a variety of administrative tasks. This role is perfect for someone looking to contribute to a team in a flexible, part-time capacity.

**Key Responsibilities:**

* Manage incoming calls, emails, and correspondence, responding or redirecting as appropriate
* Assist in scheduling and coordinating meetings, appointments, and events
* Maintain organized files, records, and databases (both electronic and physical)
* Assist in day-to-day office operations, including ordering supplies and maintaining office cleanliness
* Provide general support to visitors and assist with internal communications
* Perform data entry, update records, and ensure data accuracy
* Assist with special projects and other duties as assigned by management

**Qualifications:**

* High school diploma or equivalent; additional administrative training or certification is a plus
* Previous experience in an administrative or office support role preferred
* Proficient in Microsoft Office Suite (Word, Excel, Outlook) and other standard office software
* Strong written and verbal communication skills
* Excellent organizational and time-management abilities
* Detail-oriented, with the ability to handle multiple tasks simultaneously
* Friendly, positive attitude with a professional demeanor

**Schedule & Compensation:**

* Part-time: Tuesday, Wednesday, Thursday 9am-5pm with some flexibility.
* Hourly wage: TBD

**How to Apply:**

Interested candidates are invited to send their resume and a brief cover letter to [chad.mcdavid@pcwellnesscentre.ca](mailto:chad.mcdavid@pcwellnesscentre.ca). Please include "Part-Time Administrative Assistant" in the subject line. The deadline for applications is November 25, 2024.