



Poundmaker's Lodge
Box 34007 Kingsway Mall Post Office
Edmonton, AB T5G 3G4
Phone Number: (780) 458-1884, Fax Number (780) 459 1876
Toll Free Number 1(866) 458-1884
www.poundmakerslodge.ca

Administrative Assistant

Full-Time Position

Poundmaker's Lodge requires an individual who will assume the responsibility as an Administrative Assistant providing support to the Clinical and Counselling team. The successful candidate will be the first point of contact for clients in the counselling office; have excellent computer, organization, multitasking skills and enjoys working in a fast-paced environment.

Duties and Responsibilities:

The Candidate will provide administrative support and will be responsible for maintaining the client files, creating, and maintaining a resource library, and any other administrative tasks as required. They will also be responsible for covering the receptionist for scheduled break times.

DEADLINE DATE: OPEN UNTIL FILLED

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted. Interested applicants who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified.

Submit applications to both Brad Cardinal and Darren Neigel, information provided below:

Brad Cardinal
Executive Director
Poundmaker's Lodge Treatment Centres
Email: Brad-Cardinal@poundmaker.org

Darren Neigel
Human Resources Specialist
Poundmaker's Lodge Treatment Centres
Email: Darren-Neigel@poundmaker.org