



Administrative Assistant (Part-time) Any Office Location

Administrative Assistant will provide clerical and administrative support to staff within the Early Years Team. Tasks will include scheduling meetings, training, taking messages and redirecting calls, preparing packages, attend meetings to take minutes and preparing for events as required.

FIREFLY benefits:

Generous vacation entitlement

Competitive salary

Defined benefit pension plan (HOOP)

Benefits for extended health, dental, life insurance, accidental death and dismemberment and critical illness

Wellness Days

Community Service & Cultural Days

Paid sick leave

Flexible work arrangements where possible

The opportunity to make a difference



FOR MORE INFORMATION AND TO APPLY, VISIT: WWW.FIREFLYNW.CA/CAREERS