

# OPPORTUNITY

**DATE OF POSTING:** Friday, February 5, 2010 @ noon

**POSITION:** **UNIT ASSISTANT**  
**Contract Position 3 – 6 months**

**AVAILABLE:** **Immediately**

**LOCATION:** Native Services Branch

## QUALIFICATIONS:

**Post Secondary Diploma with concentration in business and secretarial skills.  
Two years secretarial experience:**

**Or**

**OSSGD, Five years secretarial experience in a comparable position,  
demonstrated personal integrity and responsibility.**

## KNOWLEDGE AND SKILLS REQUIRED:

- Typing skills of no less than 60 w.p.m.
- Proficiency in word processing – preferably in MS Word and Excel
- Excellent command of the English language
- Ability to effectively use standard office equipment
- Ability to take and transcribe minutes, develop schedules
- Ability to carry out oral and written instructions
- Ability to maintain a consistent and even flow of work, multi-tasking of assignments
- Ability to communicate effectively and demonstrated effective problem solving skills
- Ability to present a professional image to the public
- Applications are particularly encouraged from aboriginal people

**SALARY:** \$38,094 to \$41,903 per annum

**APPLICATION:** In writing with resume and references to:

**Kimberly Rogan**  
**Human Resources Dept.**  
**The Children's Aid Society of Brant**  
P.O. Box 774, 70 Chatham Street  
Brantford, ON N3T 5R7  
[kim.rogan@casbrant.ca](mailto:kim.rogan@casbrant.ca)

**CLOSING DATE:** **Friday, February 12/10 @ noon**

***A testing component will be part of the interview process.***