



May 21, 2025

**Internal/External Job Posting  
Casual Administrative Assistant  
Main Office**

- Purpose:** Sage Haven Society provides a variety of counselling and support services to Women, Children, and families. The Administrative Assistant performs a variety of administrative and secretarial duties as required for the smooth functioning of the agency.
- Site:** Main office 3082 3<sup>rd</sup> Avenue
- Hours:** Hours TBD. This is a one-day bi-weekly position covering every second Monday and relief for holidays and sick leave coverage.
- Skills:** Clear understanding of Violence Against Women.  
Ability to work independently.  
Excellent oral and written communication skills  
Excellent computer skills, specifically Microsoft Word, Excel, Publisher, and Outlook  
Knowledge of Salesforce an asset  
IT troubleshooting an asset  
Management of Social Media Sites  
Ability to work independently and as a team member  
Work effectively in crisis environments  
Ability to problem-solve  
Effective time management skills  
Excellent planning and organizational skills  
Well-defined personal boundaries  
Cash Management
- Education:** Office Careers Certificate plus one year of experience or equivalent related combination
- Salary:** HSA union Grid 12, \$29.17 - \$33.49/hr.  
This position requires Union membership
- Apply:** By email: [efrood@sagehavensociety.org](mailto:efrood@sagehavensociety.org) by noon May 30, 2024