

The Moose Jaw Military Family Resource Centre (MFRC) Inc. is seeking a dynamic individual to serve as their part-time **ADMINISTRATIVE ASSISTANT/RECEPTIONIST**.

The successful candidate will wear a huge smile on his/her face everyday; be outgoing, positive, creative, enthusiastic and committed to enriching the lives of Canadian Forces members and their families. You will be responsible to the Executive Director for all administrative/reception duties pertaining to the efficient day-to-day operation of the centre. Areas of involvement include, but are not limited to, making everyone feel welcome at the centre; helping members, staff and volunteers; effectively managing the office; developing advertising materials; marketing programs; reception; financial duties and timely record maintenance.

Applicants will have post secondary education in office administration, and/or related experience. Proficiency with Microsoft Office, Publisher, and Simply Accounting systems are definite assets. Oral fluency in both official languages is a definite asset. As well, candidates must be bondable.

*Please submit resumes by July 23<sup>rd</sup>, 2010 to:*

Executive Director

Moose Jaw Military Family Resource Center Inc.

Box 5000,

Moose Jaw, Sask. S6H 7Z8

[REGAN.GORSKI@forces.gc.ca](mailto:REGAN.GORSKI@forces.gc.ca)

Only those with whom we would like an interview will be contacted.  
We thank all others for their interest.