

**POSITION DETAILS**

- Start date: As soon as possible
- Seven hours per day with a one-hour lunch break
- Five shifts per week, Monday to Friday
- Day shift

**ABOUT THE WALES**

The Résidence Wales Home is a private, not-for-profit, government-designated, English-speaking retirement home situated in the Eastern Townships. The Wales provides a continuum of care for up to 240 adults who range from being completely independent to those requiring specialized care, including two micro-milieus for seniors afflicted with dementia, due to the CHSLD Wales Inc. operating under the same roof. The Wales accomplishes its mission of maintaining senior autonomy with a valuable team of 183 skilled employees, over 210 passionate volunteers, and several professional partners. The Wales Home Foundation's mission is to generate, receive, and manage funds with a view to long-term profitability; to disburse said funds to the Wales Home upon request, evaluating project benefits to residents and/or employees; and to act in the employees' best interests constantly to ensure long-term operational sustainability.

**JOB SUMMARY**

As the Executive Assistant, you will report to and support the Executive Director (ED) in achieving the three entities' operational objectives. You will manage the ED's schedule, grant opportunities, special projects, partnerships, take minutes, and oversee Annual Report compilation. You are also responsible for admissions and maintaining a high occupancy rate.

**QUALIFICATIONS**

- Diplôme d'études professionnelles (DEP) in Secretarial Studies or any other educational background combined with relevant experience deemed equivalent
- Fluent in English and French
- Minimum five years' experience in a similar position
- Good knowledge of the health and social services sector
- Experience in partnership development and fundraising
- Non-profit organization experience an asset
- Advanced knowledge of Microsoft Office, especially Excel and Word

**WHAT WE OFFER**

- Very competitive salary matching the Public Sector, \$23.12 to \$28.31 hourly
- Advantageous pension plan with employer contribution
- Health insurance
- Public Sector vacation, statutory holidays, and sick days

**COVID-19 CONSIDERATIONS**

The Wales follows government regulations concerning COVID-19. We work continuously to ensure our residents' and employees' safety.

For more information regarding the Wales and our career opportunities, please visit our website at <https://waleshome.ca/career>. Interested applicants are asked to submit their curriculum vitae and interest letter to:

**Katy St-Cyr**

**Human Resources Officer**

[kscyr@waleshome.ca](mailto:kscyr@waleshome.ca)

819-826-3266 extension 225