

**POSITION POSTING**

February 2, 2012

Position: **Administrative Assistant**  
Division: **First Canada, Regina**  
Reporting to: **Greg Logel, Area General Manager**  
Location: **Regina**

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**PURPOSE:** To ensure the accurate and timely processing of administrative responsibilities for First Student staff and customers..

**RESPONSIBILITIES:**

- Answer calls and assist customers
- Coordinate delivery of parcels, boxes, and various other items to locations
- Develop further customers by using good customer service communications
- Some shipping and receiving duties may be required
- Maintain clean organized office environment
- Other projects and duties as assigned
- Some flexibility in hours worked

**EDUCATION:** High school graduation diploma preferred but not necessary.

**EXPERIENCE / KNOWLEDGE:**

- Proficiency in Microsoft Word and Excel
- Good communication skills
- Reasonable clean drivers abstract
- Some data and accounting entry
- Average physical condition with the ability to lift 50 lbs
- Friendly and outgoing
- Detail oriented
- Ability to follow instructions

**WORKING CONDITIONS:**

Office Environment

Interested candidates should submit their resumes no later than February 8, 2012 to:

Shannon Chiddenton, Administrative Assistant

Fax: 721-7773 or email [Shannon.Chiddenton@firstgroup.com](mailto:Shannon.Chiddenton@firstgroup.com)

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