



CANADIAN FÉDÉRATION  
WILDLIFE CANADIENNE  
FEDERATION DE LA FAUNE

## Your connection to wildlife

*As one of Canada's largest not for profit leaders in wildlife conservation, research, and advocacy, are seeking to fill the following position:*

### **ADMINISTRATIVE ASSISTANT (1 YEAR CONTRACT)**

The Administrative Assistant is responsible for a wide variety of administrative duties, including secretarial duties in addition to more complex functions and services such as coordinating translations and drafting sensitive correspondence.

#### **JOB RESPONSIBILITIES:**

- Provide direct administrative and office management support to all members of the department, as directed by verbal or written instruction.
- Format reports in Power Point for meetings.
- Precipitate follow up action by receiving and organizing funding and scholarship applications.
- Co-ordinate all translation activities for Canadian Wildlife Federation.

#### **QUALIFICATIONS:**

- Bilingual
- Direct work experience in an Administrative Assistant capacity
- Strong knowledge of general office procedures
- Proficient in Microsoft Word, Excel, Power Point and Outlook
- Previous experience in handling confidential or sensitive information; knowledge of applicable data privacy laws.

Travel as required.

**Applications should be forwarded to  
[careers@cwf-fcf.org](mailto:careers@cwf-fcf.org) by Friday, December 3, 2010**