

C.D. Howe Institute
Institut C.D. Howe



C.D. HOWE INSTITUTE

ADMINISTRATIVE ASSISTANT/RECEPTIONIST

The C.D. Howe Institute, Canada's leading nonpartisan public policy research organization seeks an experienced administrative staff member.

We are searching for an individual with a minimum of 3-4 years of office experience who thrives in a multi-task environment and has a genuine interest in current affairs.

You must possess excellent communication, interpersonal, time-management skills with a strong attention to detail.

Your administrative experience includes proficiency in utilizing a Meridien phone system, Microsoft Word and Excel. You also possess strong intermediate knowledge of database software, preferably Raiser's Edge and email (Outlook). Previous experience in accounting functions would be preferable.

The C.D. Howe Institute offers a competitive salary and excellent benefits.

Applicants can apply to:

Personnel Manager
personnel@cdhowe.org