



Trellis believes in hope and in living life to the fullest. We are an organization committed to assisting people with mental health and developmental challenges. We believe that everyone dealing with mental health or developmental challenges has the potential to lead a happy and active life.

**Trellis believes in you. We offer careers enriched by the value of meaningful work and making an investment in our community. Our employees are guided by Trellis' Mission, Vision, Values and Code of Conduct.**

We are recruiting for an **EXECUTIVE ASSISTANT – Admin. Level 3**  
**- This is a regular full-time position (35 hours per week) based in Guelph.**

This role provides administrative support to five Systems level positions and associated committees. The Executive Assistant will also coordinate a variety of complex, sensitive and confidential projects and initiatives.

The incumbent requires:

- College Diploma in Office Administration (Executive preferred)
- 5 to 7 years experience within an executive level environment
- Team building skills
- Analytical skills
- Proficient with MS Office (Word, Excel, PowerPoint), Outlook (e-mail, calendar), Publisher, Adobe
- Strong time and project management skills
- Strong interpersonal and communications skills
- Financial skills
- Ability to work with all levels of the organization
- A valid driver's license and own transportation as some travel will be required

**Our management team encourages employees to take up opportunities for development, training and promotion. We offer competitive wages and benefits and promote work-life balance. We are an employer striving for equal opportunities and diversity in the workplace.**

**We make a difference by being collaborative, providing person-centred care, delivering great services and being a great place to work. Join our progressive, accredited agency providing community-based services to individuals of all ages across Guelph, Wellington, Waterloo and Dufferin Counties.**

**Apply by January 16, 2012; include the position title in the subject line. Forward your resume and cover letter to HR Specialist, Trellis Mental Health and Developmental Services, 147 Delhi Street, Guelph, Ontario, N1E 4J3**  
**E-mail: [recruitment@trellis.on.ca](mailto:recruitment@trellis.on.ca) Fax: (519) 821-9865**  
**(Word or PDF format only)**

*Information collected during this process will be used for recruitment purposes only.*

Trellis requires that all finalist applicants, volunteers, students and board members, must undergo a Criminal Record Check and Vulnerable Sector Screen through their local Police Services Branch prior to start date.



**Enhancing Wellness, Enriching Lives**

[www.trellis.on.ca](http://www.trellis.on.ca)