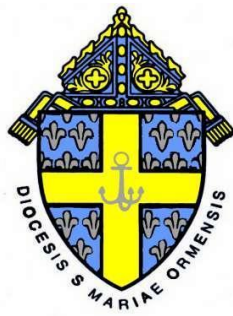


Diocese of Sault Ste. Marie



Diocèse de Sault Ste-Marie

August 31st, 2021

Executive Assistant to the bishop
of The Roman Catholic Diocese of Sault Ste. Marie, Sudbury, Ontario

The Diocese of Sault Ste. Marie with parishes from North Bay, Sudbury, and Sault Ste. Marie and beyond requires a permanent, full time Executive Assistant to the bishop of the diocese.

This position is responsible for providing a wide variety of administrative supports to the bishop and his office.

The successful candidate will be responsible for acting as the point of contact between internal and external individuals and groups. Assisting with multiple projects, processes and professional discretion is essential.

The successful candidate should possess a post-secondary degree/diploma in Business Administration, a related field or equivalent experience.

Superior organizational skills, written and oral communication in both official languages (English and French) and the ability to maintain confidentiality are required. Thorough knowledge of the Roman Catholic Church and the Diocese of Sault Ste. Marie would be beneficial.

Personal proficiency in all MS office products and Google Workspace is advantageous.

Interested applicants should reply by submitting a covering letter, resume, proof of post-secondary qualifications and the names of three professional references to:

The Diocese of Sault Ste. Marie
Human Resources Office
30 Ste. Anne Road
Sudbury, ON P3C 5E1

Salary: Competitive compensation plus a comprehensive benefit package
(35-hour work week)