



Kardel is a Victoria-based service agency that provides residential and day program support to adults with developmental disabilities and complex health needs.

Kardel has a vacancy for a full time Office Administrator in our new office at [#A](#)-4 100 Aldersmith Place.

Duties include:

Implementing social media initiatives, website administration, administrative support to our clinical team (Psychiatrist, Behaviour Consultants, Counsellors), maintaining the client information management system, assisting with special projects, general office duties - including reception, report preparation, and editing.

Candidates Need:

Related education and experience in the human service sector, excellent interpersonal communication and organizational skills, well-developed written and computer skills, experience with web based information and office systems.

Kardel Offers:

A competitive salary and benefits package

Job Type: Full-time

Salary: \$22.62 /hour

To apply, email Donna Washington at [dhr@kardel87.com](mailto:dhr@kardel87.com). Please include an introductory paragraph in the body of your email.