



**Brain Injury Services of Northern Ontario is a non-profit charitable organization, which provides a variety of rehabilitation and support services to individuals living with the effects of a brain injury.**

**EXECUTIVE ASSISTANT  
6 month Full –Time Contract**

**DUTIES:** Reporting to the Executive Director, the successful individual will be responsible to provide administrative supports to the Executive Director.

**QUALIFICATIONS:** Diploma in office administration and 3 years experience. Must have excellent working knowledge of Microsoft Word, Excel and Publisher. Must have own vehicle and driving is required.

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The successful individual will be required to work 40 hours per week, Monday to Friday. For a full job description, please visit our website at [www.bisno.org](http://www.bisno.org).

**Interested applicants should forward their cover letter and resume in confidence by Thursday, November 19, 2009 to:**

**Leslie Vass, CHRP  
Human Resources Manager  
Brain Injury Services of Northern Ontario  
426 Balmoral Street  
Thunder Bay, Ontario P7C 5G8  
[leslie@bisno.org](mailto:leslie@bisno.org)**

**We appreciate all applications, however, only those selected for an interview will be contacted.**