

POSITION POSTING

Position Title: Administrative Assistant
Program /Team: Administration Team
Position Summary: Provides administrative and secretarial support in an office. Produces reports from a variety of information and databases. Tracks office or program expenditures.

Detailed job description available

Reports to: Tami Zaranski, Director of Finance
Hours of Work: Monday to Friday, during regular office hours
Location: 813 Darwin Ave, Reception area

Required Qualifications:

Education and Knowledge

- Successful completion of Grade 12, plus completion of an Office Management Program, or up to one (3) years of secretarial training, or working in business or office administration

Training and Experience

- Three (3) years recent, related experience
- Experience working with Human Resource protocols
- Experience working with individuals with developmental disabilities, an asset
- High level of proficiency with MS Office Suite
- Proficient with Sharevision
- Proficient with data management
- An equivalent combination of education, training and experience may be considered

Knowledge, Skills, and Abilities

- Excellent computer skills
- Excellent communication skills
- Excellent interpersonal skills
- Excellent organizational skills
- Ability to prioritize urgencies
- Ability to work independently, and amongst a team
- Problem solving skills

Physical Ability

- Required to work at a computer station for extended periods of time

Wage rate: See Wage Grid for Administrative Assistant, Grid 10, in Appendix A of the collective agreement (Step 1 - \$19.45 per hour)

Effective Date: January, 2019

Applications should be submitted to: Tami Zaranski, Director of Finance
This position is open to any qualified applicant
This position requires Union membership