

<b>Date posted</b>	January 25, 2024
<b>Title</b>	Administrative Assistant / Reception
<b>Status</b>	Permanent
<b>Bilingualism</b>	Essential – Fluently bilingual in both official languages
<b>Closing Date</b>	February 9, 2024
<b>Salary Range</b>	Level 1 - \$38,250 - \$48,375

**Primary Focus:**

Reporting directly to the Administrative Supervisor, the Administrative Assistant will have responsibility for efficiently and effectively managing assigned tasks related to the operational requirements of Service Coordination Support and Developmental Services Ontario Eastern Region.

**Main Responsibilities:**

- Coordinates various meetings, schedules, agendas and minutes.
- Works on specific administrative projects and the back office as assigned by Administrative Supervisor.
- Provide support with reporting.
- Proofreads, transcribes and corrects information from letters and documents
- Performs various data entry tasks
- Assist with matching families and workers on respiteservices.com
- Aids families in filling out forms in the resource room.
- Updates the SCS website and My Search Portal.
- Assists with organizing organizational events.
- Monitors and maintains inventory of supplies and processes procurement.
- Provides back up to reception

**Knowledge and Skills**

- A minimum College diploma in Office Administration or Business Administration required, or equivalent combination of education and experience.
- Three to five years of administrative office experience an asset.
- Verbal and written communications skills in both French and English.
- Intermediate knowledge of Microsoft Office, including Excel, Teams and Adobe.
- Excellent knowledge of customer service principles and practices.
- Ability to prioritize tasks, demonstrate flexibility and initiative
- Ability to apply security and confidentiality protocols.
- Commitment to a professional work ethic by cooperating and collaborating with both internal and external customers, clients, volunteers and collaborators. Ability to work

effectively with multiple stakeholders and competing priorities. Excellent organizational, communication, and problem-solving skills.

**What we offer our employees:**

- Competitive salaries with a flexible work schedule of 35 hours per week in a hybrid environment. Health, Dental and Vision care benefits for employees and family members effective on day of hire, Employee Assistance Program (EAP), paid mileage for our employees required to travel to serve our clients, RRSP contribution with no employee match required and a Tuition Reimbursement Program.
- The following Paid Time Off (PTO) policies are offered to all permanent and term employees:
  - Three (3) weeks (8.75 hours per months worked) vacation and sick time
  - Two (2) float days to be used throughout the fiscal year
  - Five (5) days for personal time to be used throughout the fiscal year
  - Paid time off between December 25th and January 1st

**Working Conditions**

Work is normally completed within a standard office environment. Constant interruptions may be expected; however, work is generally scheduled with priorities established in advance.

As the ideal candidate you are a self-starter with excellent interpersonal skills who works well in a team environment. Qualified candidates may submit their resumes, along with a cover letter quoting Competition No. 04 – 2024 no later than February 9, 2024 at 4:30pm to [Human Resources](#).

**Accommodations**

Service Coordination Support (SCS) has an accommodation process in place and provides accommodations for candidates and employees with specific needs. If you require specific accommodations, please contact the Human Resources Advisor of SCS so that we can arrange to provide appropriate accommodations for you.

While we appreciate all responses, only candidates under consideration will be contacted. We kindly ask not to send in duplicate copies of your resume.

SCS embraces diversity and equal opportunity in a serious way. We are committed to building teams that represents the communities we serve. All employment decisions are based on qualifications, skills and business need.