



JOIN THE ANDREW FLECK FAMILY!

Administrative Assistant, Home Child Care

Permanent · Full-time · Unionized

Andrew Fleck Children's Services is looking to hire an Administrative Assistant to work in our Home Child Care (HCC) department. In this role you will support quality service to clients, employees and the public by providing administrative support to the program through document preparation and production, information systems maintenance, reception, information and mail services.

Available from: August 6th, 2019
Salary: \$20.60 to \$23.14 per hour
Hours: 35 hours per week
Location: 700 Industrial
Closing date: July 26th, 2019
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Provide telephone and email responses to child care requests in a professional and courteous manner
- ✓ Provide general information to clients on the Home Child Care program
- ✓ Respond with sensitivity when contact has extraordinary needs, concerns or a complaint
- ✓ Prepare data reports on upcoming requests for care related to Child Care Registry and Waitlist (CCRW)
- ✓ Cross references CCRW information with HCC Consultants caseloads
- ✓ Prepare information reports from CCRW using Excel spreadsheets
- ✓ Maintain confidential, detailed and concise file notes on client information
- ✓ Maintain up-to-date computer knowledge and other administrative qualifications required by the job

To qualify for this role you have...

- ✓ High School Graduation Diploma
- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Previous administrative/receptionist work experience
- ✓ Previous experience with Centralized Waiting List database (an asset)
- ✓ Excellent word processing, database and other computer knowledge
- ✓ Excellent communication skills, written and verbal
- ✓ Ability to organize and prioritize work
- ✓ Ability to work under pressure and meet deadlines in a cooperative manner
- ✓ Pleasant, efficient telephone and reception manner
- ✓ Fluency in both official languages, written and verbal (an asset)

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca



APPLY TODAY!