



Clerical Assistant, Children's Inclusion Support Services

Part-time · Casual · Non-Unionized

Andrew Fleck Children's Services is looking to hire a Clerical Assistant to work in our Children's Inclusion Support Services (CISS) department. As Clerical Assistant you will work primarily with Boardmaker software while supporting quality service to the CISS team. Working at a competitive hourly rate, you will have the flexibility to choose your work hours (within office hours). If you believe you are the perfect candidate for this role, apply now to join our growing team!

- Available from:** September 3rd, 2019 to December 31st, 2019
- Salary:** \$17.60 per hour
- Hours:** **3 hours per week – flexible – within office hours**
- Location:** 700 Industrial Avenue, Ottawa, ON
- Closing date:** August 9th, 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...

- ✓ Work primarily with Boardmaker software to create augmentative communication tools
- ✓ Support quality service to the CISS team by providing administrative support to managers and staff of the program

To qualify for this role you have...

- ✓ High school graduation diploma or equivalent experience
- ✓ Previous administrative/receptionist work experience
- ✓ Basic knowledge of Microsoft Office Suite, strong knowledge of Microsoft Outlook
- ✓ Ability to learn new computer software quickly
- ✓ Good communication skills in English, ability to read basic French
- ✓ Ability to organize and prioritize work
- ✓ Ability to work under pressure and meet deadlines in a cooperative manner
- ✓ Ability to work as integral member of a team
- ✓ Previous experience with Boardmaker software or other augmentative communication software (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

