



Administrative Assistant

Permanent · Full-Time · Unionized

Andrew Fleck Children's Services is looking to hire an Administrative Assistant to work at our George Street Child Care Centre! In this role you will support quality service to clients, staff and the public by providing administrative support to the Program Coordinator, Group Program Directors and staff of the George Street Child Care Centre through document preparation and production, information systems maintenance, reception, information and mail services.

Available from: January 11th, 2021
Salary: \$20.60 to \$23.14 per hour
Hours: 35 hours per week
Location: George Street Child Care Centre, 195 George Street, Ottawa, ON
Closing date: January 4th, 2021
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary and comprehensive benefits package
- ✓ 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...

- ✓ Support quality service to clients, staff and the public by providing administrative support to manager and staff of the agency program
- ✓ Updates and maintains parent handbooks, manuals and computerized filing systems; maintains systematic paper files, software directories, and data storage systems; inputs data and assists in producing program reports
- ✓ Prepares and produces written documents to meet group care program information and communication needs.
- ✓ Provides administrative support to Group Program Directors
- ✓ Provide reception service; answer, screen and direct all incoming calls and emails to the appropriate program or staff member or takes and relays messages
- ✓ Provide other program specific administrative support as required or requested
- ✓ Compile monthly billing for day care for Group Program
- ✓ Monitor security of main entrance
- ✓ Initiate and maintain a co-operative working relationship with families to promote the exchange of information; respond to parent enquiries and requests or refer when appropriate.
- ✓ Demonstrate care and interest in children; assist with child care and supervision if necessary.

To qualify for this role you have...

- ✓ High School Diploma plus specialized courses or certificate with concentration in business, technology, office procedures, office management or other relevant areas
- ✓ Clear Police Record Check (Vulnerable Sector) completed in the last 6 months
- ✓ Previous secretarial/receptionist work experience
- ✓ Excellent working knowledge of Microsoft Office Suite
- ✓ Experience entering and extracting data from a large database
- ✓ Excellent communication skills, written and verbal
- ✓ Bilingual (English and French) is an asset
- ✓ Pleasant, efficient telephone and reception manner
- ✓ Ability to work under pressure and meet deadlines in a cooperative manner
- ✓ Ability to work as an integral member of a team

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!