



Bilingual Administrative Assistant

Permanent · Part-Time · Unionized

Are you seeking a flexible part-time position to accommodate your busy schedule while gaining valuable experience in your field? Then look no further! Andrew Fleck Children's Services is seeking a Temporary Part-Time Bilingual Administrative Assistant to join our dynamic team at the EarlyON Child & Family Centre in Ottawa. As Administrative Assistant, you would provide support to the Team Leader and staff of the EarlyON Child & Family Centre through document preparation and production, information systems maintenance, reception, information and mail services.

Available from: December 1st, 2025
Salary: \$23.90 to \$26.85 per hour
Hours: 21 hours per week, may include some evening and weekend shifts
Location: EarlyON Child & Family Centre, 2330 Don Reid Drive, Ottawa, ON
Closing date: November 11th, 2025
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary above market rate
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 18 days of sick leave per year and 9 days of special leave, including 2 personal days
- ✓ 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 program and agency information service; respond to phone and in person inquiries about program and AFCS services
- ✓ Prepare and produce written documents to meet program information and communication needs
- ✓ Maintain systematic paper files, software directories, and input toy lending, resource library and playgroup stats
- ✓ Maintain ongoing courteous, efficient and helpful manner in dealing with all contacts
- ✓ Maintain office and program supplies, equipment and inventory
- ✓ Function as integral member of the Administrative Support team; assume other administrative duties for the organization as required

To qualify for this role you have...

- ✓ High School Diploma
- ✓ Clear Police Record Check (Vulnerable Sector) completed in the last 6 months
- ✓ Previous administrative assistant work experience
- ✓ Excellent working knowledge of Microsoft Office Suite including Excel, word processing, and databases
- ✓ Fluency in both official languages, written and verbal required
- ✓ Excellent communication skills, written and verbal required
- ✓ Ability to organize and prioritize work
- ✓ Ability to work under pressure and meet deadlines in a cooperative manner
- ✓ Ability to work as an integral member of a team
- ✓ Pleasant, efficient telephone and reception manner

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

