



CAREER OPPORTUNITY

Administrative Assistant **Administrative Job Class** **Temporary – Six (6) Months** \$50,957 - \$61,147

The position is responsible for the provision of executive support to the Director, Finance, Administration & IT and the coordination of a range of administrative tasks, processes and activities to support services and operations of the **Finance, Administration & IT Department**.

Duties Include:

- Providing administrative support to the Director of Finance, Administration and IT, and department supervisory staff;
- Organizing various management and committee meetings, including the Finance and Admin Committee of the Board;
- Providing administrative functions for the meetings including taking minutes as required;
- Organizing incoming mail, and prioritize documents and materials for meetings and presentations; ensuring the timely computerized input or filing of data, documents, reports, presentation materials, and correspondence; developing and maintaining an effective bring forward system;
- Responding as appropriate to calls to the Director's office, using discretion and judgment;
- Setting up and maintaining the Financial and Administrative files;
- Coordinating the schedule and maintaining the calendar for the Director;
- Coordinating the Licensing of Society owned homes;
- Liaising with the IT staff on all technology matters on behalf of the department;
- Processing correspondence and reports using Microsoft Word, and PowerPoint;
- Co-ordinate adhoc activities and events as required;
- Performing additional finance related duties including:
- Coordinating the distribution of financial statements within the Society;
- Preparing reports with financial and other analysis as requested by the Director;
- Coordinating Camp applications and related activities with the Branches;
- Maintaining the petty cash;
- Performing other administration related duties as assigned;
- Ensuring all work is completed in a safe manner in accordance with the Society's Health and Safety Policies and procedures and all relevant legislation.

Qualifications Required:

- Post-secondary education in a related field and/or combination of education and experience;
- Three to five years previous experience in a senior administrative support position;





- Extremely detail oriented with a high level of accuracy and follow-up;
- Strong organizational, planning and time management skills and ability to work with competing priorities under demanding timelines ;
- Excellent knowledge of a range of administrative principles, practices, methods, systems and services;
- Ability to exercise sound judgment, a strong work ethic, shows initiative and be proactive;
- Proven ability to deal effectively with all levels within the organization as well as external stakeholders;
- Sound problem-solving and reasoning skills; self-awareness and integrity towards the organization;
- Knowledge of the agency mission, mandate, organizational structure and personnel, in order to act as an information conduit for the department and to provide executive level administrative support for the broad range of contacts involving the Director;
- Advanced knowledge and skill with respect to a variety of software packages, including Lotus Notes, Microsoft Word, Power Point, Excel, Microsoft Project, Visio and other database applications;
- Exceptional organizational, coordination and analytical skills to manage work and information flow;
- Exceptional communication and interpersonal skills, discretion, tact and good judgement to handle sensitive issues and inquiries.

Assets:

- Knowledge of CCAS goals, philosophy and programs.

file #

E- 15 - 057 – OACAS

to

Catholic Children's Aid Society of Toronto, 26 Maitland Street, Toronto, Ontario M4Y 1C6
Fax: (416) 395-1551 | E-mail: hrs@torontoccas.org

Deadline Closing Date is: October 15th, 2015

We thank you for your interest in working at the Catholic Children's Aid Society of Toronto. Upon available openings, we will be contacting qualified candidates accordingly.

All communications will be held in strict and professional confidence.

The Catholic Children's Aid Society of Toronto is committed to equity and diversity and encourages applicants from varied backgrounds.

We will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact the Human Resources Department for assistance.