

Administrative Assistant – Relief Coverage

- The Job** This position provides intermittent relief coverage to the permanent administrative assistant positions (vacation coverage, sick day coverage, time-off coverage etc.). Primary duties may include; reception duties; greeting and directing visitors; answering and directing telephone calls; computer inputting and word processing of all types of forms, correspondence, recordings, minutes etc.; preparation and organization of branch files; and other duties as required.
- Qualifications** Preference will be given to applicants with:
- Several years of office administration experience preferably in a child welfare setting.
 - Effective interpersonal and communication skills.
 - Strong organizational, time management and administrative abilities.
 - Proven ability to perform tasks quickly, accurately & adapt to a high volume of work with many interruptions.
 - Demonstrated problem solving ability.
 - Strong knowledge of Microsoft Office applications.
 - Appreciation and ability to work within a diverse environment.
 - A valid driver's license and access to a vehicle required.
 - ***Bilingualism (English/French) is a highly desired asset.***
- Applications by:** December 3rd, 2016

Please apply to: <https://home.eease.com/recruit/?id=15483181>

We thank all applicants, however only those under consideration will be contacted.

Accommodation at Simcoe Muskoka Family Connexions

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705.726.6587 x-2252. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.