



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families, and nurturing lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

Jr. Data Entry Clerk

Full time, Permanent

Required Qualifications

- Bilingual French/English is an asset
- Minimum of Grade 12 education; post-secondary education in Office Administration preferred.
- Direct experience working in an administrative capacity.
- Direct experience managing documentation (e.g., scanning, filing, uploading, faxing, etc.).
- Direct experience providing administrative support in a child welfare agency or not for profit agency preferred.
- Proficiency in MS Office, including Excel, Access, Word and Outlook.
- Strong working knowledge of CWIS & CPIN computer programs an asset.
- Excellent organizational, coordination and time management skills to determine priorities, meet strict deadlines & manage several assignments simultaneously.
- Excellent interpersonal, written and verbal skills with an ability to interact with a wide variety of people.
- Ability to cope well under pressure and to perform tasks quickly, efficiently using initiative in a fast-paced environment. Equally capable of initiating and managing assignments independently.
- Ability to work in a team environment.

Key Responsibilities

- Provide administrative support.
- Manage and perform administrative tasks related to documentation including but not limited to reports, forms, photocopying, scanning, faxing, uploading, and paper and electronic filing.
- Data entry cleanup.
- Act as primary back up for Reception as required.
- Prepare administrative supplies for new workers.
- Prepare documents for scanning and electronic filing of documents.
- Participate in ongoing continuous improvement of clerical support services.
- Interact and establish a collaborative relationship with Agency staff and community professionals.
- Comply with health and safety policies and the Ontario Health & Safety Act.
- Committed to anti-oppression values of justice, equity, respect of the beliefs and traditions of others.
- Committed to Society values of Success for Children, Youth & Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team.

We offer attractive benefits, with experience based remuneration.

Please apply in writing or e-mail to the attention of: hr@hamiltonccas.on.ca or 735 King Street East Hamilton, ON L8M 1A1

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.