



Job Posting #	2018-037
Title:	Administrative Assistant
Classification:	Support
Employment Duration:	Permanent Full Time
Salary Range:	\$45,737-\$57,244
Location:	Toronto, ON

The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies in Ontario since 1912, providing service in the areas of government relations, communications, information management, education and training to advocate for the protection and well-being of children.

In accordance with OACAS policies and procedures and administrative best practices, this position provides a range of administrative and clerical support to the Shared Services Program (SSP) team and supports the Reception / Front Desk function. The incumbent is required to model a high standard of professionalism, customer service and initiative, in a fast-paced environment with frequently changing priorities. The hours for this position are 9:00 a.m. to 5:00 p.m., but the incumbent may be required to work 8:00 a.m. to 4:00 p.m. or other variations of hours, when required.

A copy of the full job description is available online at: <http://www.oacas.org/wp-content/uploads/2018/09/Job%20Description%20-%20OACAS%20-%20Administrative%20Assistant%20-%20Shared%20Services%20Program.pdf>

Qualifications:

Education and Experience

- Education in business, office administration or related education or equivalent experience
- Minimum 3 years' experience in an administrative support position, preferably working with diverse stakeholders in human services, not-for-profit or government environment
- Excellent knowledge of administrative policies, procedures, processes, best practices
- Ability to interpret and apply administrative policies and procedures and excellent customer service skills to provide support to staff, members, vendors and other stakeholders.
- Strong computer skills – intermediate to advanced level use of the Microsoft Office suite of programs, including Microsoft Word, PowerPoint, Excel, Outlook
- Experience with layout and formatting procedures for preparation of detailed correspondence, such as presentations, letters, spreadsheets, mail merges, email, reports, statements and other documentation
- Knowledge of internet searching, teleconferencing and videoconferencing equipment and procedures
- Strong writing and proofreading skills, including knowledge of correct grammar, spelling and punctuation

- Good analytical skills and financial acumen, with the ability to follow financial business processes
- Demonstrates sound financial and statistical record-keeping techniques
- Excellent listening and oral communications skills to provide and receive information from department staff and management, colleagues in other departments and external contacts
- Superior attention to detail and strong organizational and time management skills
- Planning and coordinating skills to organize and support meetings and conferences and manage schedules
- Excellent initiative and problem-solving skills to proactively identify and resolve potential workload conflicts or scheduling conflicts for team, solve problems and issues
- Ability to multitask, prioritize work and meet deadlines with minimal supervision in a fast-paced environment
- Strong team player with excellent interpersonal skills and tact
- Discretion and experience handling confidential or sensitive information

Assets

- Prior experience supporting financial administration processes
- Bilingual English/French
- Knowledge of equity, diversity and inclusive practices
- Knowledge and understanding of Indigenous people and history in a Canadian context

APPLY ONLINE at <https://jobs-oacas.icims.com/jobs/intro> by October 4, 2018

We thank all candidates for their interest; however only those considered for an interview will be contacted.

OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.

Accommodation at OACAS

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 are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.