



Peel Children's Aid is a progressive child welfare agency serving children and their families throughout the diverse communities of the region of Peel.

At Peel CAS, our mission is to protect children and strengthen families & communities through partnership. We are currently seeking the following professional to join our team:

Unit Administrator

(3 Month Contract)

Provides a variety of administrative support for the Permanency Branch to enhance the efficient functioning of assigned teams.

SUMMARY OF DUTIES & RESPONSIBILITIES:

1. Administrates the business records for assigned area, as required.
2. Attends meetings and processes minutes, as required.
3. Stock and maintain supplies and inventory as required.
4. Provide additional scanning support to CPIN Administrators and send closed files to Records as required
5. Maintains and acts as a key operator for agency copiers and printers
6. Provides back up to reception as required

REQUIRED KNOWLEDGE AND SKILLS

- Good computer skills, including Word, Excel, Outlook, PowerPoint
- Excellent verbal and written communication skills
- Excellent telephone manner
- Ability to work independently, as well as contribute to a team
- Good organizational and time management skills
- Bilingual in French and English is an asset

QUALIFICATIONS:

- Post-secondary diploma in office/business administration
- 2-3 years related experience

HOURS OF WORK: 9am-5pm, Monday to Friday, however working hours may vary and applicants must be flexible to work outside of standard office hours

HOURLY RATE: \$25.40 - \$31.55

If you care deeply about the welfare of children and want to work in a dynamic and challenging environment, we'd like to hear from you.



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Please submit your cover letter and resume by visiting the 'Working with Us' section on our website.
www.peelcas.org

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

Peel Children's Aid is an equal opportunity employer. Should you require accommodation during the recruitment and selection process, please inform human resources so that we can ensure your equal participation in this process.