



Family and Children's  
Services Niagara

Les Services à la famille  
et à l'enfance de Niagara

*For more than a century, Family and Children's Services Niagara, the local Children's Aid Society, has provided vital child welfare, family/community support, counselling, foster care and adoption services to residents in the Niagara Region.*

## **Business Administrator**

[Up to three (3) month contract]

Reporting to the Manager of Business Administration, the Business Administrator is responsible for providing administrative support to teams of Child Protection Workers to enhance the efficient and effective functioning of assigned teams/departments. The incumbent assists with orientation of new staff to the team and acts as a liaison regarding administrative matters.

### **Key Duties:**

- Provides administrative support to assigned teams/departments including processing of mail, filing and electronic file systems, word processing, spreadsheet development, PowerPoint presentations, data entry, arranging travel and requisition of travel via taxis etc.
- Responds to telephone calls, email or other messages, directs messages and provides information and/or assistance and directs or refers as appropriate and with urgency, if required
- Assists with preparation, input, maintenance, tracking and/or review of correspondence, data, records, verification documents, court documents, MTO record checks, criminal record checks, etc.
- Assists in preparation for reviews, audits or other similar processes such as Child Care Licensing, Crown Ward Reviews and Foster Care Licensing.
- Photocopies, collates, packages, expedites and processes documents and files
- Prepares, compiles and maintains department forms, policy and procedure manuals, information packages, etc.
- Orders supplies for department and ensures supplies are maintained at an adequate level
- Coordinates meetings, inviting participants, scheduling times and dates, reserving conference rooms, arranging room set-up, audio-visual equipment and meals and refreshments
- Prepares for meetings by composing and distributing agendas and materials
- Coordinates travel and transportation arrangements as required
- Maintains schedules and the department calendar including vacations and coverage schedules
- Creates and maintains electronic and manual filing and tracking systems
- Retrieves information; keeps confidential and other records; maintains filing systems; scans documentation to electronic filing system
- Enters information and maintains databases, processing reports as requested
- Provides coverage for reception as required

### **Qualifications:**

- Post secondary diploma in Business (Office Administration)
- One year recent related experience
- Valid G Driver's License and access to a reliable motor vehicle with appropriate liability insurance is required

*Please apply with your cover letter and resume by February 15, 2019 to:*

E-mail: [humanresources@facsnigara.on.ca](mailto:humanresources@facsnigara.on.ca)

*Please include your salary expectations.*

*We thank all applicants however only those considered for an interview will be contacted.*

*Preference will be given to candidates who are bilingual in French and English.*

*Family and Children's Services Niagara is an equal opportunity employer committed to inclusive barrier free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated through this process.*