



**YORK REGION CHILDREN'S AID SOCIETY**  
**16915 Leslie Street**  
**Newmarket, ON L3Y 9A1**  
**Fax: 905-898-7741 or email: [human.resources@yorkcas.org](mailto:human.resources@yorkcas.org)**

**2019-05**

February 7, 2019

Applications are now invited for the position of:

**Senior Administrative Assistant**  
**Richmond Hill**

**PURPOSE OF POSITION**

The purpose of this position is to provide administrative support to members of the Senior Management team and Committee members of the Board of Directors.

**NATURE OF POSITION**

1. To provide senior administrative support to the Senior Management team.
2. Responsible for prepping agendas and taking minutes for various meetings.
3. To provide support to the YRCAS Board of Directors Committee meetings.
4. To provide support to the Executive Assistant.
5. To research and prepare information as required by the Directors.
6. To assist with projects, case audits and initiatives as required.
7. To assist other Senior Administrative Assistants as required.
8. Other duties as may be assigned.

**REQUIRED KNOWLEDGE**

- Strong Microsoft Office Excel skills
- Knowledge of budget maintenance and tracking
- Experience in event coordination/program and/or project management.
- Strong computer/word processing skills.
- Experience in effective minute taking.
- Proven problem solving and judgement skills
- Ability to prioritize duties in accordance with Society Policies, Ministry Standards and relevant legislation.
- Bilingualism in French would be considered an asset.

**REQUIRED EDUCATION AND QUALIFICATIONS**

- Completion of Grade 12 Diploma, combined with a minimum of 5 years related experience.

OR

- Completion of at least one year post secondary education in administrative courses, combined with three to five years related experience.
- Excellent computer skills, including proficiency in Word, Power Point, Excel.

**PAY GRADE**     6 (non-union) \$57,207.04 to \$72,324.50

Members of the Bargaining and Non-Bargaining Unit are welcome to apply for this position and should do so in writing to [human.resources@yorkcas.org](mailto:human.resources@yorkcas.org) no later than February 15, 2019. Please quote job # **2019-05**