

Position:	Administrative Support	Hours:	35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.)
File No.:	FACSFLA-1920-03	Number of Positions:	1
Employment Type:	1-year Full-time Contract	Location:	817 Division St, Kingston
Date Posted:	April 17, 2019	Closing Date:	April 28, 2019

Position Summary:

Provides administrative support and coordination for the volunteer drive program. Duties include dispatching drivers, troubleshooting drive-related issues, training others in the use of the drive system, fielding telephone calls, word processing, filing, scanning. Extensive software skills are required, as well as strong communication skills. Also provides administrative support as required to projects run by the Community Relations department.

Required Qualification:

- Community College Diploma in Office Administration or related experience
- Advanced skills in Windows environment and Microsoft Office Suite especially MS Word, Excel and PowerPoint
- Excellent organization and writing skills
- Advanced in working with electronic mail and calendar software, Lotus Notes preferred
- Ability to work in a team environment
- Three to five years' experience in full range of clerical and administrative duties
- Advanced in agenda preparation, minute taking and completion
- Knowledge of the Child and Family Services Act
- Valid driver's license
- Proficiency in the French language is also considered an asset. Selected candidates will be assessed.

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: hr@facsfla.ca Interested and qualified applicants are invited to apply in writing by April 28, 2019
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.
- When applying for multiple positions, please submit a separate application for each position following the above instructions.

For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

We would like to thank all applicants; however only those selected for an interview will be contacted.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca .

NOTE: We are a scent-free workplace.