



York Region
Children's Aid Society
Société d'aide à l'enfance
de la région de York

YORK REGION CHILDREN'S AID SOCIETY

**16915 Leslie Street
Newmarket, ON L3Y 9A1
email: human.resources@vorkcas.org**

2021-14

May 3, 2021

Applications are now invited for the position of:

Senior Administrative Assistant
Full-Time

PURPOSE OF POSITION

The Senior Administrative Assistant provides advanced, highly diversified, confidential and discretionary administrative support to both the Director, Human Resources and Organizational Development and Manager, Human Resources, as well as Committee members of the Board of Directors.

NATURE OF POSITION

1. The ideal candidate exercises initiative, efficient teamwork and professional judgment.
2. Provides a wide variety of administrative support to the Director of Human Resources and Organizational Development and Manager of Human Resources
3. Manage calendars, including scheduling meetings and arranging conference/virtual calls with both internal and external parties
4. Prepare and compose correspondence, reports and presentations as required
5. Coordinate travel arrangements including preparing itineraries and expense reports
6. Exercise discretion and diplomacy when liaising, on behalf of the Human Resources Team with key internal and external stakeholders, including third party vendors
7. Contribute to the coordination, planning and management of departmental meetings, events and special projects as required
8. Manage and prioritize multiple highly sensitive projects and initiatives
9. Develop and maintain a well-organized filing system that permits easy reference and rapid retrieval of information.
10. Liaise effectively with other Senior Administrative Assistants and with third party service providers
11. Liaise with community partners and provincial agencies to coordinate meeting and details for key events
12. Manage vendor purchase orders, invoices and all departmental purchases
13. To provide support to the YRCAS Board of Directors Committee meetings.
14. To provide back up support to the Executive Assistant
15. Other administrative duties and support as assigned

REQUIRED KNOWLEDGE

1. Excellent interpersonal and communication skills, both verbal and written
2. Ability to work independently and to exercise good judgment
3. Strong initiative, proactive manner and persistence in follow-up
4. Proven ability to work effectively under pressure in a fast-paced environment
5. Flexible and responsive
6. Strong organizational skills with a proven ability to prioritize
7. A high level of attention to detail and accuracy
8. Demonstrated business professionalism, respect for confidentiality and appropriate handling of sensitive information with tact, diplomacy and discretion
9. Ability to work well in a team environment, including cross-functional teams
10. Comfortable dealing with employees at all levels of the organization
11. Demonstrated advanced technical competence with MS Office (Word, PowerPoint, Excel) and Outlook

REQUIRED EDUCATION AND QUALIFICATIONS

Knowledge and skills normally associated with completion of a 3-year college diploma in Business – Human Resources plus a minimum of two (2) years relevant HR administrative experience; or have an equivalent combination of education and relevant experience. Preference will be given to public sector experience.

PAY GRADE 6 (non-union) \$59,967.51 to \$75,814.44

Candidates that meet the qualifications are welcome to apply for this position and should do so in writing to human.resources@yorkcas.org, no later than 4:30 p.m. on May 31, 2021. Please quote job posting #2021-14.

We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

Anti-Oppression/Anti-Racism at York Region Children's Aid Society

YRCAS is committed to having a workforce that is reflective of the diversity of York Region and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Accommodation at YRCAS

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 that may require accommodation during the selection process are encouraged to notify the Human Resources Department when contacted for an interview. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.