



Children's Aid Society  
La Société d'aide à l'enfance

NIPISSING & PARRY SOUND

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WE ARE

# HIRING!



We are a progressive multi-service agency committed to service excellence in the provision of child protection and wellbeing, youth justice and early intervention services

## BILINGUAL TEAM SECRETARY

Permanent Full-Time

**Salary:** \$41,166 to \$51,948

### Summary

The above permanent full-time position is located in our North Bay office. Duties will vary depending on team requirements and will be assigned by the supervisor. Duties may include directing telephone calls and clients, scanning and cleansing of client files, day-to-day correspondence and providing clerical support as required. All actions are performed according to the vision, mission, values and overall strategic direction of PARNIPCAS. This position is within the Bargaining Unit.

### Qualifications:

- Grade Twelve (12) diploma.
- One (1) year of relevant and current experience.
- Knowledge of office procedures and practices.
- Excellent communication skills and the ability to relate effectively to people.
- A good understanding of ethics and the ability to handle sensitive or private information with tact and discretion; knowledge of data privacy laws.
- Ability to work flexible hours.
- **Bilingualism is essential (French/English). Proficiency will be tested.**

### Additional Assets:

- Post-secondary education in business/office administration or related field.
- Legal experience/education.
- Superior attention to detail and time management skills.
- Sound knowledge of administrative procedures and practices, including but not limited to the use of a photocopier and scanner.
- Ability to type effectively and accurately.
- Ability to maintain a high standard of privacy and confidentiality in the performance of duties.

### Application Process:

- Qualified applicants are encouraged to email their resume and cover letter to the Human Resources Department: [hr.information@parnipcas.org](mailto:hr.information@parnipcas.org)
- Applicants requiring accommodations for the interview are asked to make such requests when contacted for an interview.
- Only those selected for an interview will be contacted, however, we thank all applicants for their interest.

***Posting will remain open until filled.***