

Receptionist and Office Support

12 month contract – 2 positions

Job Details

Position Type:

12 month contract
2 positions

Work Hours:

35 hours per week,
potential evenings

Reporting To:

Director, Human Resources
& Administration

Classification:

Administrative Assistant I
(AA-1) (Bargaining Unit)

Salary Range:

\$45,000 to \$54,000
Based on Experience

Location:

Downtown Branch
365 Bloor St. E
and
Lipa Green Branch
4600 Bathurst Street

Posting Date:

September 15, 2023

Closing Date:

Open until filled

Anticipated Start Date:

ASAP

About The Agency

Jewish Family and Child Service is a multi-service, client-centered, family service agency and a Children's Aid Society. We support the healthy development of individuals, children, families, and communities through prevention, protection, counselling, and education and advocacy services, within the context of Jewish values.

About the Roles

We are looking for two **Receptionist and Office Support** to join our team and provide administrative support to the agency's teams. This position provides administrative support to the Agency, serving as the main point of contact for program related inquiries, both internally and externally. This position includes direct service activities and administrative support duties, including client interaction, phone handling, and office maintenance.

This position involves providing temporary or extended support to cover reception needs at multiple agency branches in the GTA.

Responsibilities

- Perform various administrative tasks to support Agency programs and teams.
- Organize, maintain, and coordinate office records and files, both electronically and physically.
- Assist in coordinating Branch logistics, including meetings and events.
- Attend and coordinate meetings (in-person and Zoom), prepare agendas, record minutes, and manage attendance.
- Respond to inquiries and provide information to clients, visitors, and workers as needed.
- Ensure accurate tracking and distribution of client-related vouchers (e.g., cheques, food vouchers, TTC tokens).
- Manage inbound/outbound mail, including priority post, packages, and courier services.
- Assist with bulk/generic Agency program mailings.
- Maintain and distribute electronic faxes.
- Keep the stock area clean and well-stocked with office supplies.
- Provide assistance for case file maintenance, including scanning.
- Perform other assigned duties

Qualifications:

- A post-secondary degree/diploma in Office Administration or a related field.
- 2 years of office experience.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Familiarity with database systems, case management software, and office equipment.
- Strong verbal communication skills for diverse interactions, including challenging clients and referring agents.
- Effective multitasking ability.
- Experience in a non-profit setting is a plus.
- Fluency in French/Russian/Hebrew will be considered an asset

If you are interested in applying for this position, please submit your résumé and cover letter by visiting our Career Opportunities page at <https://www.jfandcs.com/jobs>

Jewish Family and Child Service is committed to the principle of equal opportunity in employment and welcomes candidates from diverse backgrounds. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

To learn more about Jewish Family and Child Service, please visit: www.jfandcs.com | www.facebook.com/jfandcs