

Internal Job Posting

- POSITION:** **Administrative Assistant**
Administrative Team
Lindsay 6 month Contract
- COMPETITION #:** U1711
- DESCRIPTION:** The Administrative Assistant provides administrative services to the Society in a way that supports our mandate of protecting children in our region. Responsibilities may include providing basic service such as maintaining accurate records and electronic files, writing and distributing correspondence, scanning documents, utilizing software to calculate statistics, responding to inquiries, reception, and scheduling meetings. The ability to perform duties with the utmost level of confidentiality and diplomacy is a key part of this role.
- COMMENCING:** As soon as can be arranged
- SALARY:** \$ 43 953 - \$ 49 671
- QUALIFICATIONS:**
- Post-secondary education related to administrative services and/or computer software utilization strongly preferred, with minimum requirement of secondary school diploma
 - Minimum two years of office administration experience
 - Excellent computer skills required, with expertise in Microsoft applications in a windows-based environment; includes proficiency in Excel, Access and Word, e-mail, electronic calendar and scheduling, use of internet for business requirements, for example research
 - Ability to perform keyboarding and data entry with speed and accuracy
 - Excellent grammatical skills and ability to communicate effectively both verbally and in writing
 - Familiarity with electronic records management and multi-line telephone system
 - Good organizational skills and the ability to manage time-sensitive multiple demands with professionalism
 - Excellent ability to learn processes quickly and adapt to a variety of teams
 - Excellent interpersonal skills, including the ability to deal calmly and professionally with difficult situations
- Prior experience in Child Welfare or similar social services, not-for-profit agency is an asset
- APPLICATION:** Applications, quoting competition number U1711, may be submitted no later than the closing date noted below, using one of the following methods:
- E-mail: khcas.hr@khcas.on.ca
Mail: Kawartha Haliburton Children's Aid Society
1100 Chemong Rd.
Peterborough, ON K9H 7S2

ATT: HUMAN RESOURCES

Fax: 705.745.6641

POSTED: Tuesday June 20, 2017

CLOSED: Monday June 26, 2017 at 5:00 PM

Accommodation

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 need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705 743 9751 x1257. 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.