ADMINISTRATIVE ASSISTANT/RECEPTION

Title of Position: Administrative Assistant/Reception
Term: Part Time
Start Date: ASAP
Location: East Office/Scarborough

ROLE:

This position reports to the Manager of Services and is responsible for the following:

- Front Office Reception and administration
- Provide administrative and clerical support to programs, Manager of Services and Service Coordinator

QUALIFICATIONS:

Education/Training:

- Minimum two to five years at experience in a related administrative, progressive position is required; direct experience in a not-for-profit is highly desirable
- Advanced proficiency in Microsoft Word, Excel, PowerPoint and database applications is an asset.
- Ability to work under pressure with frequent interruptions while working on numerous projects; ability to prioritize work and meet deadlines
- Excellent organizational skills relating to planning, record-keeping, and maintaining and executing an ongoing timetable of activities
- Excellent telephone manner as well as verbal and written communication skills
- Excellent language and grammar skills
- Requires initiative, can work independently and strong team player
- Detail oriented, focused and able to multi-task

*Vulnerable Sector Check is a requirement for this position

REQUIRED SKILLS & ABILITIES:

Administrative Support

- Provide administrative, clerical and coordination support
- Provide exceptional customer service to all customers, staff and people receiving services
- Answer phones, faxes and general email/mail inquiries, respond or route appropriately
- Provide computer and phone system troubleshooting
- Coordinate all internal office mailings
- Coordinate purchase orders of supplies and maintain inventory of supplies
- Receiving and directing visitors
- General word processing, data entry and filing

- Support to telephone and email outreach for programs
- Support to scheduling meetings and interviews
- Preparation of materials for program activities including photocopying, printing, and some basic internet research
- Ensuring that all Corbrook's Health and Safety and risk policies and protocols are followed
- Preparing reports and documentation as required
- Other basic tasks as required

QUALITIES REQUIRED BY ALL CORBROOK STAFF

- Capability of understanding the communication needs and behaviours for people with disabilities; excellent listening skills and the ability to appropriately guide clients
- Excellent observation skills; ability to thoughtfully and effectively communicate with persons with disabilities, and appropriately follow-up
- Respectful, adaptable, creative, patient
- Respect for diversity of abilities and cultural perspectives
- Ability to collaborate effectively within a team environment

DESIRABLE ADDITIONAL ASSETS

- French Language
- Driver's License G and access to a vehicle

COVID-19 CONSIDERATIONS

Corbrook has a mandatory Vaccination Policy and all staff are required to be fully vaccinated (2 doses). Masking is also standard procedure when working with the people we support.

APPLICATION PROCESS & DEADLINE

Position posted until filled.

To apply for this position please forward your resume and cover letter to **esi.emil@corbrook.com.**
Please indicate the position that you are applying for in the subject line.

Corbrook is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.