

JOB DESCRIPTION

Position: Administrative Assistant.
Reporting to: Executive Director
and Office Manager

Terms: Part-time .6 FTE (2 days/week)
Hours of Work: 8:30-4:30 with some evenings
and occasional weekends.

JOB SUMMARY

Reporting to the Executive Director and Office Manager, the Administrative Assistant provides a wide range of administrative and general office support to facilitate the efficient operation of the organization.

KEY RESPONSIBILITIES

Facilities Coordination and property maintenance

- Support the Office Manager in overseeing the general maintenance of the building and grounds and security
- Schedule preventative maintenance and respond to urgent maintenance
- Provide direction to maintenance staff as required, maintain positive contractor and vendor working relationships
- Assist cleaners with the maintenance of the recycling and garbage's

General Administration

- Resolve general administrative problems and inquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Open, sort and distribute incoming correspondence, including mail retrieval
- Maintain knowledge of administrative policies and procedures and systems such as filing and record keeping
- Coordinate and submit summer job placement grant applications
- Maintain office equipment
- Purchase and maintain inventory of office supplies
- Knowledge of use and maintenance of office equipment, such as the fax machines, photocopiers, scanners, and videoconferencing
- Organize and maintain SharePoint database

Office Manager Support

- Schedule and coordinate meetings, appointments, room bookings and travel arrangements for management and staff

- Support the Office Manager with recruitment, onboarding and orientation of new hires
- Record and distribute agendas and minutes of all staff meetings
- Assist with creation/review/approval of administration and standard operating policies and procedures
- Support and assist with planning, coordinating, delivering and tracking all staff training and development
- Assist with all Board related administrative duties (Board applications, policies, membership forms, training, submission of Notice of Change in Directors etc.)

Contribution to team and centre activities

- Engage in health promotion activities on and off site
- Participate in staff training as required
- Participate actively in staff meetings and other interdisciplinary team meetings where required

Other duties as assigned

JOB REQUIREMENTS

- All employees of PCHC are required to submit a Criminal Record Check with Vulnerable Screening (if required for the role) upon hire and every 5 years thereafter.
- Comply with the Occupational Health and Safety Act (OHSA), its regulations and all CHC occupational health and safety policies and procedures.
- Standard First Aid and CPR (or willingness to obtain upon hire)
- Due to the requirements of this position, a valid Ontario driver's license, use of own vehicle and proof of valid insurance is required.
- Availability to participate in meetings, community engagement events, and other health promotion activities after regular work hours on occasion.

QUALIFICATIONS

- Business Administrative Diploma or equivalent experience
- Strong computer skills with proficiency in MS Office Suite
- Familiarity with office equipment (copiers, scanners, fax etc.)
- Knowledge of database management and scheduling software
- Strong verbal and written communication skills with professional etiquette
- Strong ability to multitask and prioritize, with effective ability to anticipate needs and proactively independently handle responsibilities
- Familiarity with HR or payroll systems such as ADP is considered an asset



WORKING CONDITIONS

- Physical Demands – Long periods of sitting and in front of a computer, typing and some walking. Lifting of some objects up to five pounds.
- Environment – Mainly an office environment and indoor locations with exposure to outside during travel and events. Exposure to health hazards include, infectious diseases, some physical and verbal violence, harsh weather conditions, working alone, slips trips and fall, uncontrolled substances and other. It is important that the employee be able to identify hazards, have the knowledge and training to handle any situation. Minimal exposure to hazardous material such as cleaning supplies.
- Mental Effort – Quick thinking for frequent handling of difficult situations that some may find stressful and / or upsetting. A CHC is a busy environment that can be frequently noisy and interruptive. The incumbent will need excellent organizational, time and stress management skills to complete the required tasks.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

CERTIFICATION

I hereby acknowledge and agree to comply with the above description necessary to fill the position.

Name: _____

Signature: _____

Date: _____