

HUB PROJECT: 1 FT Administrative Assistant

The Housing Support Services Hub is an inter-agency initiative intending to enhance the capacity of member agencies to increase their service users' housing stability. Working collaboratively within a web of community resources, the Housing Support Services Hub will provide a set of core services to member agencies staff who are working directly with individuals and families facing housing issues. These core services would include case consultation, landlord recruitment/support and household financial management services.

Job Purpose

Under general supervision of the HSSH Team Leader, the Administrative Assistant performs, coordinates and oversees technical and office administrative support work, including the provision of variety and complex office administrative support to managerial, professional and supervisory staff or the direct coordination of specific administrative support projects and operations. This position also develops and implements improved office and departmental procedures and performs related work as required.

Duties and Responsibilities

- Oversees and ensure the office administrative functions of HSSH are completed
- Attends to a variety of administrative details such keeping informed of HSSH activities, transmitting information, developing, implementing and interpreting policies and procedures and monitoring day to day operations
- Maintain an adequate filing system by keeping documentation filed in a timely and logical manner; so appropriate information is easily accessible to staff
- Monitors, orders and maintains sufficient office supplies to ensure efficient operation by the Agency
- Post daily mail, monitor postage and keep a log of all out-going mail (from other sources) in order to assist in the evaluation of Agency costs
- Provide technology (telephone, fax, photocopier) support and/or obtain proper resources
- Collect and distribute resource material (notifications) to appropriate file
- Provide support by greeting visitors, answering basic inquiries pertaining to the Agency services and/or referring questions to the appropriate staff
- Promote teamwork to meet Agency goals, building positive relationships and supporting individuals equitably and fairly
- Demonstrates appropriate warmth, compassion and care towards all Families and Individuals

Qualifications

- Strong Interpersonal skills
- Good organizational skills
- Written and verbal skills
- Ability to carry through with professional development
- Strong team player with excellent team building skills
- Ability to identify and facilitate conflict resolution
- Knowledge of office equipment and computer software programs i.e., MS Word; MS Access; MS Publisher; Outlook
- Knowledge of Agency programs
- Adaptability regarding emergent priorities
- Knowledge of property management and trades
- Self directed and motivated but clearly able to follow direction

Working Conditions

This position is a Full-time position 37.5 hours per week, 2 year contract

Salary: \$ 29,388 - \$ 32,200 plus benefits

Apply with resume & references to:

Human Resources Manager & Program/Volunteer Coordinator

M. Luiza Coelho

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