



Job Posting - Administrative Assistant

Description of the Organization:

Northwood Neighbourhood Services is a non-profit, charitable organization with a volunteer Board of Directors, the majority of who are residents of the area served. The organization is managed by the Executive Director, who works with and under the direction of the Board of Directors.

Three levels of government and the volunteer sector fund the organization.

Responsibilities:

We are looking for an energetic, goal oriented and self-starter as a part of our growing team to assist in an Administrative Assistant Position.

- To assist with filing and photocopying
- Respond to general inquiries
- Data Entry (Word Processing)
- Greet and assist visitors and walk-in clients
- Receive and transfer all incoming calls
- Maintain reception area, including all promotional materials
- Coordinate all incoming and outgoing faxes
- Liaise between staff and front visitors and clients
- Other duties as assigned

Qualifications:

- High School or equivalent employment experience will be an asset
- Demonstrated ability in working within a team-oriented environment
- Pleasant, professional telephone manner
- Ability to multi-task
- Motivated and reliable
- Good verbal and written English Skills (Knowledge of second language an asset but not required)

REQUIREMENTS

- Must be a parent or adult dependent receiving Social Assistance through Ontario Works and be in receipt of the Ontario Child Benefit
- Must be a resident of Weston-Mt. Dennis or Jane-Finch Area (M3L, M3N, M9L, M9M, M6M, M6N, M9N, M9P)

Please note that this is a one year contractual position. The position pays \$12/- per hour for 30 hours per week.

All those interested can apply in writing by February 1, 2010 to:

Northwood Neighbourhood Services

Attention: Zulekha Suni

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