



## EXTERNAL JOB POST

**Job Title:** Administrative Assistant

**Job #:** 2032

**Program:** Administration

**Posting Date:** June 12, 2019

**Post-Closing Date:** June 19, 2019 @ 4pm

**Status:** Full-time, permanent

**Location:** 52 Catharine St. N.

**Reports to:** Administrative Coordinator

**Purpose:** We currently have an opportunity within our Administration team. This is an excellent opportunity for a highly motivated individual to work in a hands-on role requiring flexibility and the ability to multi-task in a fast paced environment. The following outlines the general duties, qualifications, and core competencies associated with this position.

### **Duties:**

1. Provide support and back-up to the Administrative Coordinator including agency wide IT support and troubleshooting;
2. Support Interpretation Services;
3. Perform reception duties including answering phones, welcoming and referring visitors/clients to appropriate staff and services;
4. Type correspondence, reports, and other documents;
5. Open and distribute mail;
6. Take minutes and distribute them as required;
7. File management;

8. Maintain and update information / resource binders as required;
9. Assist with the organization and coordination of agency activities;
10. Liaise with staff to collect, compile and input data into database systems;
11. Coordinate the ordering of office supplies and repairs to office equipment and facilities;
12. Assist with preparing documents / reports;
13. Work effectively as a team member to provide support and coverage as required;
14. Participate in supervision and consultation regularly;
15. Adhere to the policies and procedures of Wesley;
16. Attend staff meetings and training sessions as required;
17. Work with Resource Development to manage Gifts in Kind donations;
18. Other duties as assigned.

### **Qualifications:**

1. Post-secondary education in an Administration field;
2. At least 2 years of experience in the Administration or Secretarial field;
3. Self motivated with strong organizational skills and the ability to work under pressure in uncertain / novel circumstances where solutions are not immediately identifiable;
4. Experience working in a culturally diverse customer service environment and demonstrated aptitude for cross-cultural communication;
5. Advance computer and word processing skills (Microsoft Office, etc).
6. Knowledge of desk top publishing and presentation software an asset.
7. Demonstrated success in preparing written correspondence and communicating with individuals verbally.
8. Must also have ability to operate and maintain multi-line phone system as receptionist.
9. Fluency in another language an asset.

### **Competencies**

#### **Customer Service**

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

**Accountability**

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley

**Commitment**

1. Demonstrates an understanding of Wesley Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and work responsibilities

Please Apply Via: <https://wesley.breezy.hr/p/dd8b73dad7b8-administrative-assistant>

Wesley Urban Ministries is diverse and inclusive equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at [www.wesley.ca](http://www.wesley.ca).