



The Children's Aid Society of the District of Thunder Bay
Caring for children...a community responsibility

Administrative Assistant
Permanent, Full Time Position in Thunder Bay

POSITION PURPOSE:

The incumbent will work in close co-operation with, and provide administrative and clerical support to the Manager of Support Services/Training Coordinator, the Supervisor of Administration and Information Services, and Agency personnel. This position also provides back-up coverage to other Administrative Assistants and reception as assigned. The salary range for this position is \$40,953 - \$48,463. Generous benefits and an excellent pension plan are also offered.

POSITION QUALIFICATIONS AND REQUIREMENTS:

- Completion of a business or commercial diploma or certificate from an accredited college or equivalent combination of education and experience
- Intermediate skill levels and extensive experience in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Demonstrated experience utilizing various computer software programs
- Accurate and fast word processing skills
- Excellent communication skills including strong interpersonal, written and verbal skills and an ability to interact with a wide variety of people
- Ability to effectively manage inter-personal conflict
- Excellent organizational, coordination and time management skills to determine priorities, meet strict timelines and manage several assignments simultaneously
- Ability to assess workflow and administrative functions, and to suggest modifications to improve efficiency, manage data, maintain multiple calendars and develop effective systems
- Ability to use sound judgment and tact to address a range of issues and to problem-solve
- Ability to work independently, or as part of the team
- Ability to adapt to change and learn new technology for effective use in the workplace
- Criminal Records Check satisfactory to the Agency required upon conditional offer of employment

PRINCIPAL RESPONSIBILITIES:

- Receiving and processing all referrals to the Unit
- Scheduling and producing calendars for Agency personnel, utilizing a software scheduling program and email directory
- Responding to service users and staff regarding questions, information updates, and/or scheduling changes
- General administrative tasks: filing, word processing (e.g., reports and correspondence), faxing, email and scanning
- Managing and maintaining all Agency-related travel, including car rentals and accommodations within Agency financial parameters
- Supporting Manager in organizing Agency training and development
- Reception/switchboard coverage
- Providing back-up coverage to other unit Administrative Assistants as assigned

Application Information – Applications Received to August 17th, 2018

Our preferred method of application is to submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities". Individuals may also submit their cover letter and resume directly to: Amy Wrigley, Manager of Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

The CAS is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, members of visible minorities, aboriginal persons and persons with disabilities. Reasonable accommodations during the recruitment process will be provided in accordance with the Ontario human rights code. Applicants may make accommodation requests when contacted for an interview. We thank all applicants; however only those considered for an interview will be contacted.