

Date Posted: November 8, 2021	Application Deadline: November 17, 2021
Position: Seniors Administrative Assistant	Status: 14 hours per week
Reports To: Director of Senior Services	Posting Number: JFS 21 021

Summary

Under the supervision of the Director of Senior Services and in consultation with the Senior's Management Team, the Administrative Assistant responsible for a wide variety of administrative duties in support of the Seniors Department. The role is responsible for a broad variety of administrative tasks, including managing appointments, completing invoices and expense reports, composing, and preparing correspondence, participating in various projects etc. The position requires flexibility and adaptability and in particular, attention to details.

Duties and Responsibilities

- Provide direct administrative and office management support
- Coordinate logistics of team programs including meetings, seminars, workshops, special projects, and events.
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.
- Prepare draft reports, background documentation, and research.
- Administrative tasks in supporting Management team to meet funding criteria, including reconciliation with finance
- Refer and/or redirect calls, e-mails, or visitors as required.
- Complete expense reports, invoicing and other related duties.
- Other duties shall be assigned as required.
- Assists in supporting clients' needs and concerns regarding their home care and addresses any client issues with home care agencies to ensure quality of care and seamless delivery of services

Qualifications

- Post-Secondary Diploma in Business Administration, or relevant discipline, required.
- 3-5 years' experience in an Administrative role preferred.
- Strong knowledge of office procedures and practices.
- Keen attention to details.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Proficient in Zoom
- Resourceful and flexible.

- Proven organizational and time management skills.
- Ability to handle confidential information with discretion.
- Proof of COVID-19 vaccine
- Valid Police Record Check

Jewish Family Services of Ottawa supports equal opportunity employment. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Right Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting Jewish Family Services.

Please send **cover letter and resume** to hr@jfsottawa.com quoting **the posting number JFS 21 021 in the subject line.**