

<b>Date Posted:</b> August 16, 2022	<b>Application Deadline:</b> September 2, 2022
<b>Position:</b> Administrative Assistant  <b>FTE 1 = \$36,400</b>	<b>Status:</b> 21 hours per week  <b>Ideal start date: October 5, 2022</b>
<b>Reports To:</b> Director of Senior Services	<b>Posting Number:</b> JFS 22 036

## Summary

Jewish Family Services is looking for an 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.

## Qualifications and Experience

- 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
- Fluent in English; Russian an asset

## 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

*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 [HRAdmin@jfsottawa.com](mailto:HRAdmin@jfsottawa.com).*

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

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