



Administrative Assistant

Naomi Centre

(Part Time Position - 21 – 25 hours per week)

We are currently looking for an Administrative Assistant to join our Naomi Centre team. When you join Stella's Circle, you will work alongside innovative leaders who set the standards responsible for our reputation as a leader in mental health, housing and employment. You will be a part of helping to shape our future in the years to come. Always up for anything, no task is too big or too small for you!

You are resourceful, well-organized and able to manage your time effectively with the ability to follow through on tasks without being prompted. You are someone who is extremely alert, a critical thinker and able to proactively find solutions to problems before they occur.

Your excellent written, verbal and interpersonal communication skills are essential for this role. Critical attributes include a positive attitude, the willingness to tackle new challenges, as well as the flexibility to manage a wide variety of tasks.

Under the direction of the Program Manager at Naomi Centre, you can look forward to working and developing your skills in a challenging, diverse and caring environment.

Duties include:

- Provide administrative support to the Program Manager and staff team at Naomi Centre;
- Answer telephone and ensure messages are relayed accurately and in a timely manner;
- Ensure incoming and outgoing mail is distributed and sent regularly;
- Complete bi-weekly payroll and submit to Human Resources for processing;
- Maintain seniority lists, staffing schedule, leave requests and leave summaries for all staff;
- Reconcile credit card statements each month;
- Reconcile petty cash funds as needed;
- Maintain inventory of supplies as needed;
- Ensure timely maintenance of office equipment;
- Attend staff meeting and record minutes;

- Coordinate staff usage of company vehicle;
- Act as an employee representative on the OHS Committee.

The successful candidate will have completed a minimum of a 2-year diploma in Office Administration and have a minimum of 2 years of related experience. An extensive knowledge of the Microsoft Office Suite is required. You must have a valid driver's license and access to a vehicle. You must provide a criminal record check and vulnerable sector check.

Please send cover letter and resume by October 23rd, 2020 to:

Human Resources Specialist
Stella's Circle
Fax: (709) 738-7808
Email: Recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is a leading community organization that works with over 1000 participants each year, providing employment services, residential and non-residential counseling and supportive housing. Our organization has over 125 dedicated staff and 70 volunteers operating within a \$9 million budget. Details: www.StellasCircle.ca