

INTERNAL/EXTERNAL JOB POSTING (Job Posting #2020-15)



TITLE: Administrative Assistant
POSITION STATUS: Part Time – Relief
SCHEDULE: Varied (flexibility required as needed)
REPORTS TO: Director of Business Relations

POSITION SUMMARY:

Reporting to the Director of Business Relations, the Administrative Assistant will provide reception and administrative activities to the Bob Rumball Canadian Centre of Excellence for the Deaf and effectively develop strategies to deal with an array of projects and assignments while consistently maintaining the highest level of confidentiality and professionalism. The Administrative Assistant is responsible for providing exceptional customer service.

PRIMARY DUTIES

- File and retrieve documents and reference materials
- Monitor, screen, respond to and distribute incoming communications
- Receive and interact with incoming visitors
- Liaise with internal staff at all levels
- Interact with external clients
- Coordinate project based work as required
- Provide general reception duties including but not limited to answering all calls to the switchboard, processing mail, replenish photocopier supplies, process interpreter and room booking and inquiries on facility rentals

QUALIFICATIONS

- Previous experience in an administrative role an asset
- Knowledge and experience working within the deaf community and fluency in ASL OR strong commitment to engage in professional development to build skill and knowledge in ASL
- Proficient computer skills and in-depth knowledge of Microsoft Office an asset
- Knowledge of standard office administrative practices and procedures
- Critical thinking and an ability to work well under pressure
- Must be able to work flexible hours to meet internal/external requirements
- Position may include occasional travel between Toronto and Milton
- Experience in project management and event planning is an asset
- Excellent organizational, interpersonal and communication skills (written and verbal)
- Valid Ontario full G driver's license an asset
- French/LSQ an asset

Interested candidates please email resume to: Human Resources at careers@bobrumball.org or fax to 416.449.8881
Please contact the above if you need accommodation at any stage of the application process.

PLEASE QUOTE JOB POSTING NUMBER YOU ARE APPLYING FOR

We thank all applicants in advance, however, only candidates selected for an interview will be contacted.

Posting Date: February 3, 2020

Closing Date: Until Filled

Start Date: Immediately