

JOB OPPORTUNITY
Human Resources Department

POSITION: TEMPORARY ADMINISTRATIVE ASSISTANT
(Expected duration of up to one year)

REGION: Scarborough

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

Two years Community College Diploma in Secretarial Sciences. Four to six years previous secretarial and/or administrative support experience. Proficiency in computer applications primarily Microsoft Office Suite including publisher. Flexibility required. Must possess excellent communication and interpersonal skills.

JOB SUMMARY:

Provides administrative support to the Regional Executive Director and supervises support staff in the Regional Office.

RESPONSIBILITIES:

Reporting to the Regional Executive Director, responsibilities include:

- Coordinating, communicating and providing administrative services to the senior management team.
- Supervising clerical staff and volunteer work placements in the regional office.
- Developing and monitoring regional clerical support systems, including; filing systems, supplies and equipments.
- Coordinating the development of administrative routines, including, distribution of information for meetings, reports, follow-up.

HOURS OF WORK: 37.5 hours per week

SALARY: \$44,259.00 to \$50,627.00 per annum

TO APPLY:
SEND YOUR COVER LETTER AND RESUME TO:

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E18-305

When required, accommodations for disabilities will be provided, on request.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.