

Next-Steps Employment Centres

Job Order Posting

Position: Administrative Assistant/ HR

Posting Date: October 23, 2018	Closing Date: November 23, 2018
Job Order #: LM 2561 – Administrative Assistant/ HR	Main Intersection: Toronto, Beaches
Hours of Work: Full-time	Rate of Pay: \$30,000 to \$35,000 per annum Depending on experience
Employer Overview: This employer is a Toronto-based software development company that serves hundreds of health care facilities, across Canada and internationally, providing administrative and clinical software solutions, as well as consulting services.	
Reports To: Administrative Assistants ensure the efficient day-to-day operation of the office, and support the work of management and other staff.	
Responsibilities Include:	
Reception: <ul style="list-style-type: none">• Answer general phone inquiries using a professional and courteous manner• Direct phone inquiries to the appropriate staff members• Reply to general information requests with the accurate information• Greet clients/visitors to the organization in a professional and friendly manner	
Office administration: <ul style="list-style-type: none">• Use of computer word processing, spreadsheet, and database software to prepare reports, memos, and documents• Sort incoming mail, faxes, and courier deliveries for distribution• Prepare and send outgoing faxes, mail, and courier parcels• Purchase, receive and store the office supplies ensuring that basic supplies are always available• Code and file material according to the established procedures	
Update and ensure the accuracy of the organisation's databases: <ul style="list-style-type: none">• Back-up electronic files using proper procedures• Provide secretarial and administrative support to management and other staff• Make travel, meeting and other arrangements for staff• Coordinate the maintenance of office equipment	
HR related activities: <ul style="list-style-type: none">• Carry out full cycle recruitment activity	

Qualifications Education:

- Minimum 2 years of Administrative Assistant experience
- Post-secondary education in business, computers, or office management is an asset

Skills and abilities:

Proficiency in the use of computer programs for:

- Word processing
- Databases
- Spreadsheets
- Bookkeeping
- E-mail
- Internet Proficiency in the use of office equipment:
- Computer
- Voice messaging systems
- Printer
- Fax
- Photo copier
- Excellent and exceptional oral and written communication skills in English

When applying, please include **Job Order #** on the subject line

Please send resume to: Linda.Martel@tdsb.on.ca

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