



External Posting

Administrative Assistant – Toronto Location
Contract until April 30th, 2018 with the possibility of an extension

ACCES Employment is a leader in connecting employers with qualified employees from diverse backgrounds. More than 16,000 job seekers are served annually at five locations across the Greater Toronto Area. As a not-for-profit corporation, ACCES receives funding from all levels of government, corporate sponsors, various supporters and the United Way Toronto.

As part of the administrative team at ACCES, this position is responsible for the completion of all the duties involved at the front desk, along with administrative support and data entry.

Duties and Responsibilities:

- Oversee and manage all daily front desk activities
- Provide in-person reception and customer service to all clients, employers and visitors and answer all phone calls, connecting to appropriate staff and taking messages when required.
- Photocopy, file and process incoming and outgoing mail and faxes on daily basis, including distribution.
- Maintain file cabinets and archive old documents, as appropriate
- Assist staff with the organization of rooms for meetings and special events
- Complete data entry of agency client information according to program needs and standards
- Work with the staff person responsible for Information Management to ensure that the data entry of client's files is completed according to the deadlines
- Other duties as assigned.

Qualifications and Experience:

- Post-secondary education
- Superior customer service skills
- 3-5 years experience in administrative setting
- Excellent written and verbal communication skills
- Strong computer skills – MSOffice and troubleshooting
- Ability to prioritize and respond to urgent situations while consistently meeting competing deadlines.
- Must be able to multi task
- Flexible to work occasional evenings and weekend hours.

Job status: Unionized

\$39,606.21 to \$45,275.52 per annum, prorated to contract duration

Interested persons should send their resume with a covering letter to:

ACCES Employment Hiring Committee

By Email: hr@acesemployment.ca

Please Note: These positions will be posted until they are filled. We will be reviewing resumes as they are submitted.



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ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Candidates may be requested to complete a screening video interview using Spark Hire.

ACCES is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity.

ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.