



External Posting

Administrative Assistant

Location: Newmarket

Contract Length: 1 Year with Opportunities for Extension

ACCES Employment is a leader in connecting qualified jobseekers from diverse backgrounds with employers across the Greater Toronto Area (GTA), Ontario and Canada. ACCES helps more than 40,000 job seekers each year at seven locations in the GTA. As a charitable not-for-profit organization, ACCES provides job search services that connect newcomers, jobseekers, youth, women and refugees to jobs that reflect their skills and experience. We provide over 30 customized job search programs that meet the unique needs of our jobseekers. Our vision is to achieve a fully inclusive labour force that reflects the diversity, skills and experience of Canada's population.

We are looking for skilled talent who thrive in a flexible and innovative environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

As part of the administrative team at ACCES, this position is responsible for providing excellent customer service to our clients and visitors either face to face or online in 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, familiarity with databases, and troubleshooting
- Ability to prioritize and respond to urgent situations while consistently meeting competing deadlines
- Must be able to handle multiple tasks simultaneously
- Flexible to work occasional evenings and weekend hours

We are currently on a hybrid work schedule, working in the office and from home. This hybrid work schedule is subject to change based on business requirements.



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Please Note: ACCES remains committed to its employees and to providing a safe workplace. As of October 1, 2021, candidates for employment are required to be fully vaccinated against COVID-19 and successful candidates must agree to obtain any additional vaccinations that may be required. Proof of such vaccination will be required. We will make accommodation for qualifying medical or religious exemptions. Employees who are not fully vaccinated due to a valid medical exemption must provide written proof from an allergist/immunologist/cardiologist.

Job status: Unionized

Salary: \$42,288.57 per annum (as per Union salary grid), prorated to contract duration

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Job Application Instructions

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

ACCES Employment Hiring Committee

By Email: hr@acesemployment.ca

Candidates should state the position of interest (including location) in the subject of the email. Ex. Administrative Assistant, Newmarket

Please Note:

We thank all applicants for their interest; however only those selected for an interview will be contacted.

Candidates who are contacted may be requested to complete a screening video interview using Spark Hire.

This position will be posted until it is filled. We will be reviewing resumes as they are submitted.

ACCES Employment is committed to equity, diversity, and inclusion in our workplace and in our recruitment processes. We encourage applications from members of all racialized groups, gender identities and sexual orientations, Indigenous persons and, persons with disabilities.

Accessibility and Accommodation: ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. Please advise our HR representative or hiring manager of any accommodation measures that are required. Information received relating to accommodation measures will be addressed confidentially.