

We are currently looking for an Administrative Assistant to work in our Toronto Centre 2-3 days per week.

#### Job Description

Position: Administrative Assistant

Reports to: Administration & Finance Manager

Department: Administration & Finance

Positions that report to Administrative Assistant: None

#### Overview:

The Administrative Assistant performs a wide variety of administrative activities within the Administration & Finance Department based in Toronto. To be successful in this position, the candidate must have the demonstrated ability to effectively prioritize workflow and high standards of ethics and confidentiality to handle sensitive information.

#### Role and Responsibilities:

- Provide administrative assistance and relief to Administration & Finance Manager
- Manage incoming administration email
- Manage incoming calls related to Administration & Finance
- Gather time sheet information from all internal departments for payroll submission to Ceridian
- Manage & coordinate participation in city run Charity Bingo Program involving recruiting and scheduling volunteers, attending sessions if necessary, monthly reporting to external parties and Administration & Finance Manager
- Organize credit card statements and receipts for all staff for input into Quick Books
- Update staff benefits using SunLife online portal
- Follow up on outstanding payments from clients
- Errands such as bank deposits, post office runs, order office supplies
- Special projects as needed such as mail outs, assist with annual fundraising events

#### Role Requirements:

##### Knowledge/ Experience

- A Bachelor's degree or equivalent combination of education and experience
- Previous experience in an administrative position
- Strong PC skills including Word, Excel, Power Point and MS Outlook

##### Skills/Competencies/Attributes

- Proven leadership qualities
- Excellent interpersonal, written and oral communication skills
- Proven ability to effectively prioritize work flow
- Ability to exercise good judgment, show initiative and be proactive
- Extremely detailed oriented
- Flexibility in terms of scheduling
- Travel to Scarborough and Mississauga may be required
- High standards of ethics and confidentiality to handle sensitive information
- Fluent in Portuguese Language an asset

To apply, please email your resume to [careers@lusoccs.org](mailto:careers@lusoccs.org)

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