



East Scarborough

**BGC East Scarborough**

100 Galloway Road, Toronto, Ontario M1E 1W7



416-281-0262



info@esbgc.ca



www.esbgc.ca



416-281-0458

## **Administrative Assistant**

The Administrative Assistant supports the daily operational needs of our front office. We are a fast-paced environment offering a wide variety of programs and services to children, youth and families within the community. The Administrative Assistant will be required to attend a week of training before beginning their employment. This position requires the staff to take on a leadership role in implementing the program.

### **Program Responsibilities:**

- Answer telephone enquiries and refer callers to the appropriate staff or to voice messaging
- Provide basic information regarding BGCES programs and services
- Assist clients with registration needs
- Assist with the distribution of office supplies, program materials, etc
- Perform data entry as required
- File confidential documents as directed
- Assist in updating and maintaining the agency's inventory list
- Compose correspondence, reports and other documents as required
- Assist with registration and collection of fees
- Other duties as assigned

### **Key Qualifications and Assets:**

- Strong interpersonal and customer service skills
- Excellent work ethics and a willingness to learn new skills
- Ability to handle sensitive and confidential information with discretion
- Must possess strong communication skills both written and oral
- Ability to multitask with strong organizational skills
- Deadline and detail oriented
- Self motivated and ability to work well independently and as part of a team
- Data entry skills and proficiency with Microsoft Office applications (Excel, Word, Outlook, and PowerPoint)
- Demonstrate an understanding of anti-bias philosophy
- Legally eligible to work in Canada

### **Skill Development Opportunities**

- First Aid Certification and HIGH FIVE Certification (Principles of Healthy Child Development)
- Develop "soft skills" (punctuality, appropriate dress, communication skills etc)
- Opportunity to develop skills required when working in a team environment
- Opportunity to develop customer service skills (greeting parents)
- Overall goal of increasing the student's employability skills for the future

**Job Code: Admin-2023**

**Please submit your resume to:** [hr@esbgc.ca](mailto:hr@esbgc.ca)

Thank you for your interest. Only applicants selected for an interview will be contacted. BGC East Scarborough is committed to the principles of employment equity and encourages applicants from all Human Rights protected groups. We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.