

**DIXIE BLOOR NEIGHBOURHOOD CENTRE
JOB POSTING**

POSITION: ADMINISTRATIVE ASSISTANT

to provide reception, clerical, and office administration duties.

DUTIES AND RESPONSIBILITIES:

- Arrange files and maintain current client database.
- Document monthly statistics.
- Maintain filing system.
- Support volunteers and placement students.
- Process correspondence.

QUALIFICATIONS:

- Post-secondary education in Business/Office Administration, or combined equivalent of education and experience
- Excellent word processing skills and computer literacy; proficiency with Word, Excel, Access, Internet and Email, and understanding of computer file management.
- Demonstrated organizational and time management skills.
- Strong interpersonal skills and pleasant telephone manner.
- Knowledge and competence with office procedures and the operation of office equipment.
- Commitment to teamwork.
- Sensitivity and comfort working with newcomers to Canada.
- Second language an asset.