**Summer Student Job Posting**

**Administrative Assistant - NSMHPCN**

**Classification:**Administration – Full-time, Contract (Summer)

**Summary/Objective:**The Administrative Assistant is responsible for providing daily support and assistance to the staff and volunteer team of the North Simcoe Muskoka Hospice Palliative Care Network. The Administrative Assistant provides general administrative support including opening and directing mail; reception; preparing meeting and education packages; following clear instructions to collate the weekly accounting package; entering information into the agency client record management system. Additional, one time projects will be assigned.

**Essential Functions:**

**General Office:**

* Be available in the office daily between 9:00am and 4:30pm to answer phones and greet visitors. Answer routine questions and direct more complicated enquiries to the appropriate staff member. Keep the Executive Director and Team Leads apprised of significant situations in their absence
* Implement tasks assigned by the Executive Director and Team Leads, following established procedures within agreed upon timelines.
* Order and maintain inventory of basic office supplies.
* Coordinate meetings, appointments and events as required. Manage various meeting logistics

**Communication:**

* Support Team Leads with Education coordination and communication
* Manage online education evaluations
* Maintain/update email and facsimile distribution lists

**Financials:**

* Prepare weekly accounting package for submission to agency bookkeepers including:
* Prepare deposit, issue invoices and cheque requisitions using Quick Books
* Reconcile and allocate on line payments
* Consolidate all accounts payable using Adobe Acrobat XI pro
* Itemize items in accounting package for submission to bookkeepers
* Verify all payment amounts

**Reception:**

* Managing all aspects of the office phone system including recording general office answering messages, updating and adding extensions for new staff and troubleshooting phone system issues
* Greeting all visitors in a courteous manner and directing them to the appropriate staff member
* Process educational transactions and donations over the phone

**Special Events:**

* Assist with events including space bookings, caterings, printing materials and circulating emails

**Competencies:**

1. Bookkeeping
2. Communication and Interpersonal Skills
3. Organization Skills
4. Problem Solving
5. Computer Literacy with preference given to individuals with extensive knowledge of Adobe Acrobat XI; Microsoft Excel and Word; Quick Books, typically gained in an employment situation
6. Multi-Tasking Ability

**Supervisory Responsibility:**

This position has no direct supervisory responsibilities.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers and fax machines.

This position involves regular supervision and requires communication with internal and external stakeholders. This position also involves communication with external clients, volunteers and community members, vendors, the LHIN, CCAC and Board members.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical demands involve minute taking, working in a fast paced environment, sitting for extended periods of time and work on a computer.

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files (up to 25lbs), open filing cabinets and bend or stand on a stool as necessary.

**Position Type/Expected Hours of Work:**

This is a full-time, contract position, start date to be determined (May, preferably) through August 31, 2017. Consideration may be given to permitting 1 week of unpaid vacation at time(s) convenient to office vacation schedule and identified at the time of the interview.

Days and hours of work are Monday to Friday, 9:00am to 4:30 pm. Occasional evening and weekend work may be required as job duties demand. The duties of this job are subject to change.

**Travel:**

Minimal travel is required for this position.

**Required Education and Experience:**

1. This position is suitable for a student, currently enrolled in post-secondary education with a focus on business administration or office management.

**Preferred Education and Experience:**

1. Experience with accounting or bookkeeping
2. Experience with managing one’s own schedule
3. Experience managing confidential health care information including knowledge of PHIPA

**Work Authorization/Security Clearance (if applicable):**

1. Police Record check
2. Vulnerable sector check
3. Verification of Educational qualifications

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**How to Apply:**

Please send resume and cover letter to [whitney@nsmhpcn.ca](mailto:whitney@nsmhpcn.ca) by May 1st, 2017.

**Equal Opportunity Statement:**

NSMHPCN is committed to the philosophy of equal opportunity employment and does not discriminate against any employee or applicant on the basis of race, color, ancestry, age, religion, sex, sexual orientation, gender identity or expression, nation origin, disability, medical condition, marital status, veteran status, or other non-job-related criteria.

NSMHPCN is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code, individuals requiring accommodation during the application/recruitment process should advise Human Resources so arrangements can be made. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

**Accessibility:**

NSMHPCN is committed to providing its services in ways that respect the dignity and independence of people with disabilities.