



Job Posting

Administrative Assistant/Receptionist

Indeterminate – Full Time

35 hrs per week

The Eastern Ottawa Resource Centre is a non-profit bilingual organization offering a wide variety of social support programs aimed at building safe and healthy communities.

Reporting to the Program Manager, the incumbent provides reception services to the clients and general public, as well as administrative support primarily to the Executive Director and the Administrative Manager and occasionally to staff.

Responsibilities:

- Answer the Centre's multi-line telephone system directing phone calls to appropriate program or staff;
- Greet visitors, determines their needs and directs them accordingly in a supportive manner;
- Participate as a member of the Centre team in the provision of quality bilingual services.
- Process and distribute mail.
- Contribute to maintenance of web page and other social media.
- Process outgoing courier requests
- Order office supplies for the main and satellite offices
- Contribute to projects and assist with general administration as required.
- Responsible for maintaining a tidy and well organized reception area.
- Maintain statistical data.
- Contribute to production of internal and external communication material.

Qualifications:

- High School diploma or equivalency.
- Minimum of two years of relevant work experience, preferably in a community-based social service agency.
- Ability to manage challenging people & situations in a calm professional manner.
- Advanced knowledge of MS Office Applications (Word, Excel, Powerpoint, Outlook, Data base), and in the use of office equipment.

- **Fluency in oral and written communication skills in English and French;** skills in a third language desirable. **French language skill is mandatory.**
- Excellent organizational and interpersonal skill with ability to multi task.
- Ability to work in a team environment and in a multi-service centre.
- Open-minded, possesses an egalitarian attitude towards gender, race, culture, sexual orientation, socio-economic status, etc.

Please submit your application in writing by **Wednesday, December 13th, 2017 at 4:30pm** to:

Human Resources

Attention Tina LaBrecque

Eastern Ottawa Resource Centre

215-1980 Ogilvie Rd, Gloucester, ON K1J 9L3

Fax: 613-741-7029 or email: TLaBrecque@eorc-creo.ca

The Eastern Ottawa Resource Centre follows a practice of non-discrimination of non-discrimination and diversity well as accommodation for people with a disability.

Only those selected for an interview will be contacted.