

HEALTH in COMMON

Health in Common Part-time Administrative Support

We are looking for someone to support service delivery and organize day-to-day operations. You will provide administrative and logistical support; transcribe and enter data; and manage office equipment.

If you are quick to laugh at and learn from your mistakes, enjoy working with people that respect and are accountable to one another, and value the non-profit sector's contribution, we may be a good fit.

Responsibilities

- Book meetings and coordinate logistics
- Data entry and transcription
- Coordinate maintenance of office equipment and order office supplies
- Ensure financial information is submitted
- Prepare documents, reports and presentations
- Organize and print documents
- Handle queries from clients and colleagues

Requirements

- Proven experience as an Administrator, Administrative Assistant or relevant role
- Familiarity with office equipment, including printers and fax machines
- Knowledge of office policies and procedures
- Experience with office management tools (MS Office software, in particular)
- Excellent organizational and time-management skills
- Strong written and oral communication skills
- Problem-solving attitude with an eye for detail

Application deadline: March 31, 2022

Applications, including resume and cover letter, should be submitted to Cathy Steven, Executive Director: cathy@healthincommon.ca