

Administrative Assistant - Summer Position

Must be a full-time student between 18 and 30 years of age and returning to school on a full-time basis in September in order to apply.

Position Summary

Join our team and make a difference! We are currently seeking a summer student to fill the role of Administrative Assistant to provide administrative support for hospice programs and services to ensure operational excellence. The position will be responsible for overall program support including: receiving client and volunteer calls and triaging to appropriate departments, entering data into client and volunteer information systems, scheduling staff and volunteer's visits and maintaining administrative files.

Since 1995, Hospice Vaughan, a not-for-profit organization, has been helping people with life-limiting illnesses live fully in comfort and with dignity until they die, while providing support for families, friends, and caregivers. Currently we offer community based programs and services and we are expanding to include a new 10-bed residential hospice.

Responsibilities

- Provide reception, administrative and clerical support
- Greet and assist clients, community members and service providers
- Answer telephone calls, providing program information and/or assistance and directing them as appropriate
- Processes incoming and outgoing mail
- Identify areas of improvement and provide resolutions and enhancements for operational excellence
- Maintain positive relations with clients and all stakeholders and maintain confidentiality
- Coordinate the booking of appointments, maintain staff schedules and meeting room bookings
- Enter data into information systems and databases, as directed
- Perform other administrative duties as assigned

Qualifications

- College or University student enrolled in a degree or diploma program relating to Administrative Studies or Social Work
- Must be between 18 and 30 years of age
- Must be currently registered as full-time student and be returning to school on a full-time basis in the next academic year
- Experience in the hospice sector and/or the non-profit sector is an asset
- Office and/or administrative experience is an asset



- A strong teamwork orientation and the ability to effectively interface with different functions
- Energetic and articulate, proven self-starter and leadership abilities
- Excellent verbal and written communication skills
- Enthusiastic, warm and friendly manner
- Strong computer skills including MS Word, Excel, PowerPoint, and database applications
- Must be a Canadian citizen, permanent resident or have refugee status
- Must have a valid Social Insurance Number and be legally entitled to work in Canada
- Successful applicants are required to provide a criminal reference check

Qualified applicants are invited to forward a cover letter and resume to hr@hospicevaughan.com. Please specify "Administrative Assistant" in the subject line of your email.

Deadline for applications is 9:00 am on Tuesday, March 13th.

We thank all applicants for their interest, however, only those candidates who have been short-listed will be contacted.