



Administrative Assistant

Kawartha Child Care Services is looking for a dynamic individual to handle the following responsibilities:

- Provide courteous reception to clients and the general public in person, over the phone and via e-mail
- Perform administrative duties including photocopying, faxing, filing documents and providing assistance to the supervisory team
- Respond to requests for information and maintain up-to-date contact lists
- Manage and expedite mail and couriers
- Manage and maintain the organizational website
- Maintain up-to-date policy and procedure files
- Create and maintain Access databases
- Attend monthly Board of Directors meetings and provide administrative support prior to and during the meeting including preparation of board package and minute taking

Qualifications:

- Post secondary degree/diploma or equivalent professional experience
- Minimum two year experience as an administrative assistant
- High energy level and positive attitude
- Excellent organizational skills with a strong attention to detail
- Ability to take initiative, problem solve and to practice good decision making within a team environment
- Excellent time management skills with the ability to work on multiple projects simultaneously

- Strong oral and written communication skills
- Excellent proficiency in MS Office program (including Word, Excel, Access and Outlook)
- Ability to respect a high standard for confidentiality

Wage range: \$15.00 - \$17.50 per hour

We provide full benefits and a great work environment.
Most of all, we make a difference with children and so can you.

Respond with resume and covering letter by Monday, August 18 at 12 noon to:
Chris Hushagen Associate Executive Director Administration
Mailing address: PO Box 1750, Peterborough, ON K9J 7X6
E-mail: chushagen@kawarthchildcare.com
Fax: (705) 749-9788