

# Job Posting: Executive & Administrative Assistant

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**Details:** 30 hrs/week **Location:** Hybrid/Main Street **Salary:** \$20 per hour

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## Job Summary:

The Executive and Administrative Assistant supports the Executive Director, Assistant Executive Director and the Administrative Manager with general administration, human resources activities and operations of the organization, in a fast-paced, professional environment. They will enhance the Executive Director's effectiveness by providing information management support and performing tasks related to the administration and supervision of IWC's programs and services.

**Reports To:** Executive Director

## Minimum Qualifications:

- Post-secondary education in Office Administration or a relevant discipline in Social Services
- Minimum 2 years' experience in office administration
- Excellent written and spoken English communication skills
- Experience working in the non-profit sector is an asset
- Excellent computer and technical troubleshooting skills
- Experience dealing with vulnerable populations

## Duties and Responsibilities:

1. Support the Executive Team in scheduling and making arrangements for meetings and other activities as required, including creating and circulating agendas, invitations and other relevant documents.
2. Maintain office supply inventory by checking stock to determine inventory level; anticipating needed supplies, placing and expediting orders for supplies and verifying receipt for all sites.
3. Ensure the efficient operation of equipment by completing preventive maintenance; following manufacturer's instructions, troubleshooting malfunctions, calling for repairs and maintaining equipment.
4. Manage the petty cash system across all sites, maintaining accurate and up-to-date records following all procedures.
5. Support purchasing and maintenance of equipment by researching options and acquiring quotes, make purchases as approved by the Executive Director or delegate.
6. Assemble and circulate the monthly Board of Directors package, provide administrative support to the Board when assigned by the Executive Director.
7. Liaise with third-party contractors as required for learning, maintenance, cleaning and IT-related services.
8. Perform other office and executive team support duties as directed by the Executive Director and Administrative Manager.
9. Be knowledgeable about the positions responsibilities and liabilities under the Ontario Health and Safety Act (OHSA)
10. Implement and enforce regulations under the act that apply in the workplace.
11. Ensure that a copy of the OHSA is available to workers under the Executive Assistant's supervision.
12. Report any health and safety concerns and incidents to the Joint Health and Safety Committee.
13. Report any workplace injuries to the WSIB.

**How to apply:**

Send a resume and cover letter to the Hiring Committee via email to [IWCHiring@IWCHamilton.ca](mailto:IWCHiring@IWCHamilton.ca)

**Application deadline:**

Sunday, June 26, 2022 at 11:59 pm. Interviews may begin before the application deadline. Interested parties are encouraged to submit applications soon as possible.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

*IWC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*