

**Job Posting
Office Administrator
Community Care Northumberland
(1 Full-Time Position, 35 hours/week)**

Reporting to the Manager, Transportation Services, the Office Administrator is responsible for providing administrative support, reception and other miscellaneous duties for the Community Care Northumberland Transportation Team.

This position will be located at Community Care Northumberland in Campbellford.

Primary Duties and Responsibilities:

- Performs reception duties including answering phone lines and provides general information for, volunteers, the public, family members and outside agencies.
- Orders and maintains a proper level of inventory of office supplies to meet the daily needs of the office.
- Follows proper accounting procedures for accounts receivables and payables including calculations for ministry reports.
- Payroll entry, Inventory and SDS.
- Schedules/supervises Reception Volunteers and has input to evaluating performance.
- Assists in developing policies and procedures for general office purposes and to meet accreditation standards.
- Respects and upholds client and volunteer confidentiality.
- Informs the general public, caregivers and volunteers about CCN services.
- Maintains a positive image in the community as a representative of CCN
- Maintains a current knowledge of other relevant community resources.

Qualifications:

- Post Secondary Diploma or Certificate in Office/Business administration or related field or equivalent combination of education and experience.
- Previous experience working with or coordinating volunteers is considered an asset.
- Demonstrated direct or related experience working in an office environment.
- Demonstrated ability to work with seniors, vulnerable persons and volunteers.
- Exceptional computer skills using Microsoft Office.
- Basic knowledge of general accounting principles.
- Ability to adapt to change quickly and efficiently.
- Ability to work at multiple tasks with multiple interruptions.
- Demonstrated good judgment, initiative and organizational ability required.
- Works well both independently and with a team.
- Effective communication and diplomacy skills.
- Demonstrated ability to respond with sensitivity to clients and family members.
- Working knowledge of geographic locations in Northumberland County.
- Valid drivers license and access to a reliable vehicle.

Interested candidates should submit their resume to: careers@commcare.ca

Closing Date: July 11, 2021

Community Care Northumberland is a non-profit, multi-service, volunteer-based community support organization serving residents of Northumberland County.

www.commcare.ca

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CCN will provide accommodation in all parts of the hiring process as required, upon request from applicants.

“Giving Strength Through Caring”

