



Stella's Circle
Creating Community Together

Administrative Assistant Employment Services

About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

The Position

The Administrative Assistant - Receptionist performs a wide range of administrative and office support services for Employment Services including reception, financial, and reporting. This position requires a high level of professionalism when interacting with staff, management, participants and the general public.

What You'll Do

- Greets visitors, provides assistance and/or directs them to appropriate staff.
- Answers telephone and ensures messages are relayed accurately and in a timely manner.
- Receives, opens and distributes incoming mail, email and faxes.
- Ensures outgoing mail is sent regularly.
- Reconciles credit card statements on a monthly basis.
- Reconciles petty cash funds as needed (minimally once per month).
- Ensures timely maintenance of office equipment.
- Attends staff meetings and records and distributes team meeting minutes as needed.
- Provides clerical support to program staff as required.
- Maintain records of referrals by other agencies, coordinates group information sessions and assigns referrals to employment counselors.
- Designated program and social enterprise support, logistical and other related duties.
- Maintain record of government work support requests.
- Coordinates bookings, billing and other details for external/internal facility rentals at Cabot Street.



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- Books appointments for other staff as needed.

What You'll Bring

- Completion of an administrative diploma/degree program.
- Minimum 2 years of related experience.
- Highly skilled in Microsoft Office Suite.
- Strong interpersonal and communication skills.
- Strong organizational skills with the ability to multi-task and to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to work under deadlines with frequent interruptions.
- Criminal Record Check with Vulnerable Sector Check.
- Reliability Status from Public Services and Procurement Canada.
- Valid Driver's License and access to a vehicle.
- Awareness of and sensitivity to barriers and challenges faced by participants and the impact of long term economic and social marginalization.

The Details

This is a full-time permanent position. Normal hours of work are Monday to Friday, 8:30am – 4:30pm. The hourly rate for this position is \$21.25 - \$23.04. We offer 15 statutory holidays per year along with summer hours which includes an additional half an hour off each day as operational needs permit. Stella's Circle offers health and dental, long term disability insurance, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave and three weeks vacation.

How to Apply

Please send cover letter and resume by July 23rd, 2025 to:

Human Resources Specialist
Stella's Circle
Email: recruitment@StellasCircle.ca



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About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.

