



Stella's Circle
Creating Community Together

Administrative Assistant Administration Office

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 performs a wide range of administrative and office support services for the Administration team of Stella's Circle. Providing support to finance, HR and fund development staff, this position requires a high level of confidentiality and professionalism when interacting with staff, management, participants and the general public.

What You'll Do

- Responsible for reception duties of the administration office, including greeting and assisting visitors, ensuring a professional and welcoming environment.
- Provide clerical support to team members, including document preparation and formatting when requested.
- Assist with the maintenance of organized filing systems—both physical and digital—for records, correspondence, and other documentation for Finance and HR staff.
- Manage incoming and outgoing mail, email, and other communications.
- Answer and direct phone calls, take messages, and respond to routine inquiries.
- Order and maintain inventory of office supplies and ensure supply areas are stocked and organized.
- Schedule meetings, appointments, and events for internal teams and external contacts.
- Book meeting rooms and ensure supplies/refreshments are provided as needed.
- Provide logistical and other support for special projects, events, or initiatives.
- Collaborate with other administrative assistants to ensure continuity of service and support across departments.



Stella's Circle

Creating Community Together

- Reconcile credit card statements monthly.
- Support Finance staff with keying of transactions into Sage 300.
- Perform other administrative tasks as assigned to support the efficient functioning of the Administration office.

What You'll Bring

- Completion of an administrative diploma/degree program.
- Minimum 2 years of related experience.
- Highly skilled in Microsoft Office Suite, especially MS Word and Excel.
- 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 is preferred but not required.
- Awareness of and sensitivity to barriers and challenges faced by participants and the impact of long term economic and social marginalization.

The Details

This position is a full-time permanent position. Normal hours of work are Monday to Friday, 8:30am – 4:30pm. This hourly rate for this position is \$21.25 - \$23.04 with 75 hours bi-weekly. 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, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave and three weeks vacation.

How to Apply

We encourage interested applicants to apply by October 17th, 2025, for best consideration. Please send cover letter and resume to:

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



Stella's Circle

Creating Community Together

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.

