



Employment Services Administrative Assistant

Stella's Circle is a leading community organization that works with over 1000 participants each year, providing employment services, residential and non-residential counselling and supportive housing. Our organization has over 125 dedicated staff operating within an \$8 million budget. Details: www.StellasCircle.ca

We are currently looking for an Administrative Assistant who will work from our Employment Training Centre at 114 Cabot Street. Under the direction of the Director of Employment Services, the Administrative Assistant will provide administrative and clerical services in an effective and efficient manner, supporting the operations of a busy employment programming, skills training and support resource center. The Administrative Assistant can look forward to working and developing their skills in a caring, challenging and diverse workplace.

The Employment Services Division offers a range of employment and education programs to assist people who have had limited work experience or interrupted career paths in finding and maintaining employment. Programs in the division including social enterprise initiatives such as the Hungry Heart Café & Catering and Clean Start commercial cleaning help people discover their talents and create opportunities for work that is both meaningful and sustainable.

Duties include:

- Receive program participants and other visitors to the site;
- Handle incoming communications (telephone, mail and in person);
- Attend, participate in and record minutes of bi-weekly staff meetings;
- Coordinate programming space and ensure materials to support activities are available to staff and participants;
- Maintain accurate and accessible filing structure for all related financial and other documents pertaining to programming;
- Ensure the efficient transmission of applications, reports, forms etc. required by government departments to aid clients;
- Use computer word processing, spreadsheets and data base software to prepare reports, memos and documents;
- Maintain inventory of office equipment and supplies;
- Prepare biweekly payroll for staff and maintain related leave summaries;

- Reconcile petty cash and Visa spending;
- Observe confidentiality and conflict of interest guidelines of the organization.
- Follow process for collection of donations and Clean Start payments;
- Coordinate logistics for special events, conferences, training, etc.

The successful candidate will have completed a minimum of a 2-year diploma program in Office Administration or have the equivalent combination of training and experience. An extensive knowledge of the Microsoft Office Suite, including Excel and Word, is required. Excellent interpersonal and communication skills are required. You are organized and energetic and you are good with juggling multiple activities. You have an understanding and are comfortable working with those who experience mental health issues.

Please send cover letter and resume by August 22, 2019 to:

Human Resources Specialist
Stella's Circle
142 Military Road
St. John's, NL A1C 2E6
Recruitment@StellasCircle.ca
www.StellasCircle.ca