



Hope Lives Here

Housing Resource Centre - Administrative Assistant SC Housing Services Division

We are seeking an Administrative Assistant who will work with our Housing Services Division at 84 Prescott Street. Under the direction of the Program Manager, the Administrative Assistant will provide administrative and clerical services in an effective and efficient manner, supporting the operations of a busy housing resource centre that works with individuals by providing counselling, advocacy and other supports to help them find safe & secure housing.

Duties include but are not limited to:

- Provides initial contact (in-person, electronically or telephone) with individuals, tenants, agencies, contractors and the public seeking assistance or information. Directs individuals to the appropriate staff member.
- Receives and verifies rental payments and issues receipts.
- Receives and distributes incoming mail, email and faxes; organizes outgoing mail.
- Reconciles monthly credit card statements and petty cash.
- Maintains an inventory of program supplies and ensure service of office equipment.
- Attends staff meetings. Records and distributes meeting minutes.
- Acts as the employee representative on the OHS Committee.
- Schedules and participate inspections by various maintenance contractors such as HVAC, elevator, pest control, etc.
- Maintains the schedule for the multi-purpose room, ensuring room is set up and cleaned after each event and help to set up equipment for events.
- Receives maintenance requests and creates a work order using a computerized maintenance management system.
- Coordinates maintenance within tenant apartments.
- Ensures the efficient transmission of applications, reports, forms etc. required by other community and government agencies to assist participants.
- Instructs participants/tenants on what information is necessary and where to acquire the necessary information.

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. Knowledge of commercial and residential buildings is an asset. You must have the ability to recognize situations that require intervention and refer to the appropriate staff for follow up. You will be required to interact and communicate with a diverse population in difficult situations, and you possess the skills to handle problems

effectively. You are organized and energetic and you are good with juggling multiple activities with frequent interruptions. You have an understanding and are comfortable working with those who experience mental health and addiction issues. You must have a valid driver's license and access to a vehicle for this position. The successful candidate will be required to submit a Criminal Record Check and Vulnerable Sector Check. You will be required to complete an Enhanced Reliability Status from Public Services and Procurement Canada.

This is a full-time permanent position. The salary range is \$40,420.72 - \$43,841.58. 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 in addition to a flexible work environment.

Please send cover letter and resume by May 24th, 2024 by 5pm to:

Human Resources Specialist
Fax: (709) 738-7808
Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is an award-winning, nationally celebrated community organization with a mission to transform lives through Real Homes, Real Help and Real Work. As a social justice organization, its housing, counselling and employment programs are rooted in recovery and inclusion. Its team provides an extensive array of programs and services to a vulnerable population facing many barriers such as mental health challenges, addictions, trauma, poverty, homelessness, criminal justice involvement, low literacy, and long periods of unemployment. 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.