



Children's Aid Society  
La Société d'aide à l'enfance  
NIPISSING & PARRY SOUND



## Administrative Support

Temporary Full-Time (Up to 6 months)

**SALARY: \$45,421 to \$57,318**

### SUMMARY:

This temporary full-time position is located in the North Bay office for a term of up to 6 (six) months. The Team Secretary will provide a wide range of administrative support and services to the Agency. These supports and services may include directing telephone calls and clients, scanning and cleansing of client files, day-to-day correspondence and assisting with court administrative services. Reporting to the Supervisor of Communications and Administrative Support Services, the incumbent will ensure sensitive information is kept confidential. All actions are performed according to the vision, mission, values and overall strategic direction of PARNIPCAS. This position is within the Bargaining Unit.

### QUALIFICATIONS AND ASSETS:

- Grade Twelve (12) diploma.
- Post-secondary education in business/office administration or related field is considered an asset.
- Legal experience/education is considered an asset.
- One (1) year of relevant and current experience.
- Knowledge of office procedures and practices.
- Excellent communication skills and the ability to relate effectively to people.
- A good understanding of ethics and the ability to handle sensitive or private information with tact and discretion, knowledge of data and privacy laws.
- Ability and willingness to work flexible hours.
- Demonstrated organizational skills, including the ability to meet deadlines and priorities when faced with competing demands and working under pressure.
- Superior attention to detail and time management skills.
- Ability to type effectively and accurately.
- Ability to maintain a high standard of privacy and confidentiality in the performance of duties.
- Satisfactory Police Records Check and Provincial Child Welfare Check.
- Bilingualism (English/French) is an asset.

### APPLICATION PROCESS

Qualified applicants are encouraged to email their resume and cover letter by **4:30 p.m. Friday December 27<sup>th</sup>, 2024**, to the Human Resources Department: [hr.information@parnipcjas.org](mailto:hr.information@parnipcjas.org).



We are committed to having a workforce that is reflective of the diversity of our community and strongly encourage applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

PARNIPCAS is also committed to a barrier-free, respectful, accessible, and inclusive work environment. We will endeavor to remove any barriers to the hiring process to accommodate those applicants with disabilities. Please inform Human Resources in advance should accommodation be required at any point in the recruitment and selection process.