



Receptionist/Administrative Assistant

The Children's Village, a non-for profit organization, has a long and distinguished history of caring for Ottawa's children. Established in 1864 as a home for orphans, it has responded over the years to the changing needs of children and their families in the community. Filled with a rich tradition of working directly with the community, our history is a testament to our commitment to children and the innovative programs they need.

Summary Position Description: The Receptionist/Administrative Assistant role is pivotal in our organization, providing a professional, welcoming, and friendly atmosphere for those attending or calling our agency. Reporting to the Group Care Programs Manager and the Financial and Administrative Manager, the Receptionist/Administrative Assistant would support business operations at our Head Office. The candidate would be expected to perform a variety of office support activities to ensure smooth and efficient day-to-day business operations, support both managers in organizing their daily business activity, be responsible for confidential and time-sensitive material, receive and screen incoming calls and emails, and ensure that tasks are completed accurately, with high quality and in a timely manner.

Qualifications for the Receptionist/Administrative Assistant:

- Minimum of one year administrative or office experience;
- Excellent oral and written communication skills in English;
- Ability to communicate in French, Arabic, Somali or other languages is an asset;
- Great client services skills and professionalism;
- Proficiency with common computer software (e.g., Microsoft Office, Google Docs);
- Ability to efficiently multi-task and meet deadlines in a fast-paced environment;
- Strong organizational skills and a very high attention to detail;
- Proven ability to work in a team environment;
- Ability to work independently and show initiative with minimal supervision;
- Good judgement and discretion;
- Integrity and trustworthiness;
- Clean Police Record Check.

Salary: \$23.05/hour to \$26.12/hour - Including a comprehensive benefit package.

Hours: 35 hours/week (Monday to Friday)

Start date: As soon as possible

Location: 333 Churchill Avenue North, Ottawa, Ontario, K1Z 5B8

Qualified individuals are invited to submit their resume **and** cover letter by February 16, 2025, to Ellen Glouchkow, Manager of Finance and Administration at ellen@childrensvillage.on.ca

**Only those selected for an interview will be contacted.
Thank you for your interest in the Children's Village of Ottawa-Carleton**