



### **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:**

- Secondary School Diploma plus minimum one year of Community College in a related field **required**;
- Minimum of three years of administrative experience **required**;
- Excellent oral and written communication skills in English and French **required**;
- Ability to communicate in 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 March 31, 2025, to Ellen Glouchkow, Manager of Finance and Administration at [ellen@childrensvillage.on.ca](mailto: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**