

# Alzheimer Society

Y O R K   R E G I O N

## **ADMINISTRATIVE ASSISTANT – FULL TIME : (RELEASED SEPTEMBER 2021)**

The Alzheimer Society of York Region (AS York) is a leader in helping to improve the quality of life for people diagnosed with Alzheimer's disease and other forms of dementia. We provide supportive counselling and education opportunities to individuals and families living with dementia. AS York also provides respite to caregivers and social activities for persons diagnosed with cognitive impairment through its three dementia specific adult day program. A non-profit, community-based organization, AS York offers programs and services across the Region of York.

Reporting to the Director of Finance & Support Services, the Administrative Assistant will be responsible for administrative duties including secretarial and receptionist duties. Additional responsibilities include the provision of administration and scheduling support for the CEO. Other duties assigned as required.

### **Key priorities:**

- Receive and screen all in-bound calls, emails, and visitors.
- Manage telephone system including greeting set up and use, setting up of new employee extensions and voicemails
- Review, evaluate and distribute all incoming and outgoing mail, faxes and courier shipments.
- Provide support to CEO office as needed, including preparation of meeting packages and ordering food for Board Meetings.
- Maintain office equipment including scheduling routine maintenance calls.
- Maintain and monitor office supply levels and place orders as required. Work proactively with Director of Finance and Support Services to ensure that budgetary requirements are met.
- Provide information regarding AS York services to callers and guests.
- Forward intake calls to Intake Coordinator for capture in Goldcare.
- Save and forward new First Link Referrals to First Link coordinator.
- Provide support for Finance Team with data entry into Goldcare and time off or vacation related backfilling/sharing.
- Support Programs and Client Services by maintaining adequate supply of ADP Family Packages.
- Provide support for all AS York in house events, including booking resource rooms, catering, as well as public events including Annual Awareness events, fund raising etc.
- Maintain a high level of confidentiality in all interactions.
- Assist with report and presentation preparation.
- Maintain a professional image and demeanor with all employees, management, executives and visitors at all times.
- Other duties shall be assigned as required.

### **Qualifications:**

- Three (3) year University Degree or two (2) year College diploma with related experience (Business Studies, Administration Studies, Health Sciences, Health Management, Social Services, Recreation) Or High School Diploma with two (2) to three (3) years of related administrative experience
- Ability to work independently, be flexible and be a team member
- Excellent oral and written communication skills
- Experience working in non-profit sector an asset
- Demonstrated organizational/time management skills meeting deadlines
- Valid driver's license and access to vehicle an asset
- Computer skills to include but not limited to MS Office applications (word processing and email is mandatory)

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**JUDGEMENT:**

Judgement exercised in prioritizing work flow and making recommendations related to processes and supplies

**DECISIONS:**

Makes decisions regarding work priorities, processes,

**CONTACTS:**

Internal: Management, staff, board members External: Clients, families, visitors, partners, donors

**WORKING CONDITIONS:** (Nature, degree of physical activity, conditions)

- Indoors and a controlled environment
- Most work performed in busy office
- Manual dexterity required to use desk top computer and peripherals
- Extended periods of sitting and computer use
- Interacts with public at large
- Occasional travel
- Most work performed in a seated position
- Physical activity - limited (20%)

Qualified applicants are invited to submit a cover letter and resume by email to [ihossain@alzheimer-york.com](mailto:ihossain@alzheimer-york.com) with

**Administrative Assistant in the subject line. Applications will be reviewed as they are received and therefore early submission is encouraged.** We thank all candidates for their interest, however, only candidates invited for an interview will be contacted. If you require accommodation in order to participate in the recruitment process, please contact us at 905-726-3477. Accommodation will be provided in accordance with Ontario's Human Rights Code.