



OFFICE ADMINISTRATOR PERMANENT FULL-TIME OPEN

Participation House, Markham provides a wide range of caring services to individuals with disabilities through supported independent living units, group homes, shared living, residential services and respite care. We are currently seeking a committed individual to perform administrative and clerical functions in support of the Administration and Community Team and other support staff duties as assigned in a highly confidential work environment.

Responsibilities include:

- Maintain office services by organizing office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, maintain reception area, photocopy documents, manage front office area and conduct daily checklists.
- Provide historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records
- Keep management informed by reviewing and analyzing special reports, summarizing information, and identifying trends
- Prepare and email invoices to the school online families; prepare and receive payments; book and schedule resident medical appointments
- Schedule family in-house visits and home visits in the appropriate binder, ensuring Nurses and PSW staff are informed to prepare the resident
- In absence of the screener, complete the PPE count and input information into the PPE portal
- Prepare Agenda and Minutes for weekly Management Operational meetings
- Accountable for safe contents, all petty cash and meal vouchers
- Coordinate, prioritize and process information and attend to tasks related to administration ensuring policies and procedures are adhered to in a productive and efficient manner
- Coordinate with different team leads and managers on project costs, data entry, database maintenance
- Attend meetings, prepare meeting minutes for managers and followed up on action items
- Assist with all special events as required (databases, documentation, mailings, etc.)
- Greeting and assisting the general public, answering telephone inquiries, providing information to visitors, take applications and answer questions
- Issue, receive, type and processes various applications and forms; assists with processing of various correspondence and notifications
- Operate a variety of office equipment, such as a multi-line telephone system, facsimile, and computer
- Perform filing and recordkeeping and data entry
- Schedule boardroom bookings; make arrangements with regards to meeting rooms and meal considerations
- Ensure adequate supply of employee forms (eg. Blue Cross, Vacation Request, etc.)
- Perform appropriate duties as requested by the Managers, Client Facilitator and Senior Staff
- Complete health and safety daily checklist
- Open all new resident/client files and database; update resident/client information lists including emergency contact, room number, birthdays, YRT numbers, and deceased and transferred residents/clients
- Send out medical notifications/maintain the employee medical files/notify managers to who has had a medical/give medical updates to HR for filing; setup and maintain staff Flu Vaccine records
- Enter and maintain all volunteers' information in the database; archive files as required

Qualifications:

- Secondary School diploma with minimum of 3 years' office administration experience, preferably in a non-profit environment
- Proficient computer skills including Word, Excel, Powerpoint, Outlook
- Required to be bondable
- Excellent written and verbal communication and interpersonal skills, with strong knowledge of office procedures
- Demonstrated professionalism, maturity, flexibility, initiative, patience and tact with a cheerful disposition, particularly when working with clients, residents, staff and communicating with community representatives.
- Proven ability to work well both independently and as a member of a team.

Please submit your resume along with cover letter quoting **File #08-22** to: Human Resources
Department Fax: (905) 294-4471 or email careers@participationhouse.net

COVID-19 considerations: We continue to work in partnership with York Region Public Health, on a daily basis, to ensure all recommended infection prevention and control measures are followed. All interviews are conducted via Zoom until further notice

Participation House Markham is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from qualified candidates who reflect the diversity of the communities we serve. In accordance with the Ontario Human Rights, Accessibility for Ontarians with Disabilities Act a request for accommodation will be considered throughout the hiring process.

We thank all applicants however, only those selected for interviews will be contacted

Posting Date: August 5, 2022