

HOSPICE QUINTE

Job Title: Administrative Assistant

Reports to: Corporate Services Manager

Last Updated: May 6, 2022

Job Summary

The primary activity for the Administrative Assistant will be to provide support to Hospice Quinte by helping to clean up and merge duplicate files in Hospice Quinte's donor and client databases. The Administrative Assistant will provide backup support to the Administration & Donor Relations Coordinator in the reception area of the Stan Klemencic Care Centre. This includes greeting and screening visitors, accepting deliveries, answering phone calls, making phone calls, helping with meeting room set up, and other administrative duties. In addition to screening visitors, this position will follow all organizational COVID protocols as well as ensure contact tracing. The Administrative Assistant will also provide program specific and fundraising administrative support including filing and other office duties.

Working Conditions

- 30 hours per week starting June 6, 2022, and ending August 26, 2022 (Monday to Friday between 9am and 5pm)
- This position is funded by Canada Summer Jobs and the position requires an individual who is between the ages of 15 and 30 and who is returning to post-secondary school in September
- The position pays minimum wage - \$15.50/hour.
- The Stan Klemencic Care Centre (fully accessible) is located at 1244 Old Highway 2, Belleville and will require transportation to and from work (across from Bayside Secondary School)
- Periods of standing or sitting and ability to lift up to 20 pounds
- COVID masking requirements are still in effect at the Stan Klemencic Care Centre
- Vaccination status will need to be disclosed

Qualifications

Education and Experience

- Preference given to currently enrolled students in a post-secondary program in the areas of business administration, accounting, or technology
- Experience working in an office environment is an asset
- Excellent communication and interpersonal skills
- Experience with MS Office applications
- Ability to understand and learn new technology programs
- Ability to complete virtual training for client/donor databases
- Self-motivated with the ability to work with minimal supervision
- Have undergone a successful police record check

Responsibilities and Duties

- Work within client and donor databases to clean up files and provide program support within these programs
- Complete online training for client and donor databases
- Complete relevant statutory and compliance training
- Greet and screen visitors to the Stan Klemencic Care Centre and follow all organizational COVID protocols including screening visitors
- Accept deliveries and ensure they are delivered to the correct department/person
- Answer incoming phone calls and assist with making calls required for program support
- Assist with set up for meetings and events on-site
- Other administrative duties as required to support the Administration & Donor Relations Administrator, management team, or program support
- Uses effective communication and interpersonal skills
- Respectfully work with Hospice Quinte staff, volunteers, and visitors
- Assumes other related duties as assigned

Organizational Responsibilities

- Participate and contribute to encourage and support activities which promote effective team functioning throughout Hospice Quinte
- Participate in assigned Hospice Quinte activities, events, and committees
- Demonstrate appropriate boundaries with staff, volunteers, clients, and members of the community
- Attend meetings, conferences, and training as required
- Maintain professional and ethical standards for handling confidential information
- Accept other duties as required