

# Employment Opportunity

## INTERNAL AND EXTERNAL POSTING



Position	Program	Details
<b>Admin Assistant</b>	<b>BCS</b>	<b>Full Time Regular 40 hours per week</b>
Number of Positions	Duration	Salary
<b>1</b>	<b>6 Month Temporary Contract</b>	<b>Pay Band 6</b>

Banyan is a not-for-profit organization that has provided quality services to the youth justice, childrens, and senior's community support sectors since 1978. Banyan is committed to improving the mental, physical, and social well-being of at risk populations in our service areas of Hamilton, Niagara, Brant, Haldimand, Norfolk, and Wellington.

Reporting to the assigned Director or designate, and in accordance with Banyan's Policy, Practice & Procedure Manual, the primary goal of the Admin Assistant is to provide administrative support for a range of functions related to the program(s), which may include, but are not limited to, administration, finance, human resources, community relations and service delivery.

### POSITION RESPONSIBILITIES

- Provide administrative support and backup to assigned program(s) and corporate staff related to operational areas including client service (including annual client and file update and maintenance, intake and waiting list management), quality assurance, finance, human resources, payroll, property maintenance, purchasing and others as required.
- Provide direct client service related to the 'hub' model of grocery service provision (specific to Admin Assistant - Community Support Services position).
- Acting as resource for team meetings (prepare agenda and minute taking).
- Maintaining relationships and communicating with internal and external stakeholders.
- Create a variety of display and acknowledgement materials related to the promotion and operation of the program(s).
- Depending on program needs, maintain and monitor general office equipment needs, ensuring equipment is in good operating condition; shows others how to perform specific equipment operations, identifies concerns, proposes solutions, and implement appropriate follow up.
- Record resource information and statistics, preparing reports as requested.
- Assist with systems to gather business data included but not limited to; time and attendance, petty cash handling and policies, bill approval and accounts, payable processes, gathering and processing of statistical and quality outcome data, credit card use procedures and electronic file storage.
- Assist with contract administration, forwarding new hire and training documents, and assisting with meeting licensing requirements.

## QUALIFICATIONS

- Post – Secondary College Diploma in Office Administration or similar.
- At least one (1) year of experience in an administrative support role.
- Proficient in the use and application of databases.
- Proficient in the use and application of Microsoft Office Suite products; Outlook, Excel, Word.
- Provide and maintain an acceptable Criminal/Vulnerable Sector Record and Health Assessment at own expense.
- Must have good mathematical skills and excellent time management skills
- Position requires some travel periodically to shop and deliver groceries in all weather conditions
- A valid Class G driver's license with a proven acceptable driving record and access to a reliable vehicle.
- Carry \$2 million liability insurance.
- Ability to lift groceries, work alone and will be entering client's homes when delivering groceries.

*Banyan is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

*Banyan is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff.*

*We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our Manager of Human Resources or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*

**PLEASE FORWARD YOUR RESUME AND LETTER OF INTEREST BY NO LATER THAN AUGUST 17, 2018  
TO:**

Banyan Community Services  
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Hamilton, ON L8V 1M1  
[recruit@banyancs.org](mailto:recruit@banyancs.org)

(905) 549-9011 (fax)