



Inspire - Community Support Services is a non-profit, multi-service community-based agency. The agency is currently looking to fill a full-time Administrative Support (Clinical and Support Services) position who will be responsible for providing day-to day administrative, coordination, and logistical support. This position will work out of our main office in Cornwall and travel may be required.

Position Title: **ADMINISTRATIVE SUPPORT (Clinical and Support Services)
FLS DESIGNATED POSITION**

Reporting Relationship: Reports to the Manager – HR, Administration and Quality Assurance

Role accountabilities:

- Greets and welcomes clients and visitors
- Provides first point of contact for services, including provision of information on available resources, and related processes and documentation
- Receives, monitors, and screens incoming messages, mail, and requests (in-person, telephone, email)
- Places outbound information and reminder calls to clients
- Manages calendars including planning, prioritizing, and coordinating of appointments, meetings, events, and travel
- Provides logistical and administrative support including booking rooms, obtaining equipment and catering for meetings and workshops
- Composes, drafts, edits, proofreads, and formats correspondence and memos
- Coordinates, collects, assembles, and provides agendas, contracts, and information packages for meetings, sessions, and events
- Attends meetings, take notes, drafts minutes, prepares follow-up correspondence, and tracks progress
- Completes on-line and document searches
- Inputs and validates data and information including scanning and input / upload
- Tracks active and closed files
- Generates reports and lists from programs and applications
- Creates files and maintains system in accordance with records management policies and procedures
- Orders office supplies and coordinates service requirements for maintenance of office equipment
- Provides administrative services to community partners in accordance with for purchase services agreements
- Supports financial processes including invoices, receiving payments, expenses and reconciliation

Position Requirements:

- Knowledge of client services and office administrative policies, procedures and processes
- Knowledge of the organization's services, programs and other community partners
- Knowledge of office productivity software and databases, and technology devices
- Completion of college certificate in office administration
- Two years of previous work experience in office administration



Employment and Working Conditions:

- Works in an open office environment
- May be exposed to clients in distress
- 35 hours per work week
- Salary range \$21.50 – \$23.90 (as of April 1, 2022)

All interested parties are invited to submit their resume and cover letter to the attention of Lisa Waldroff, via email at lwaldroff@inspire-sdg.ca

Inspire Community Support Services is committed to Employment Equity. We welcome diversity in the workplace and encourage applications from all qualified individuals including members of visible minorities, aboriginal persons, and persons with disabilities. We comply with the AODA (Accessibility for Ontarians with Disabilities Act) and will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. Applicants need to make their accommodation needs known when contacted.

We thank all applicants for their interest, however, only those under consideration will be contacted.