



ROTARY
CHESHIRE
HOMES

Rotary (Don Valley)
Cheshire Homes Inc.

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Reg. Charitable No. 12126 6423 RR0001

Rotary Cheshire Homes invites applications for the position of
ADMINISTRATIVE ASSISTANT/RECEPTIONIST

Posting Date: October 27, 2008
Location: 422 Willowdale Avenue, Toronto, Ontario
Start Date: Immediately
Compensation: \$15 - \$19 Per Hour, Good Benefits
Position Status: Permanent, Tuesday - Friday, 9:00 am – 5:00 pm

Agency Information:

Rotary Cheshire Homes (RCH) is a charitable, non-profit agency providing affordable housing and residential, outreach and emergency services to persons who have acquired the dual disability of deaf-blindness. For more information about RCH, please visit www.rotarycheshirehomes.org.

RCH is currently seeking an individual who is highly organized, motivated and a multi-tasker who can manage competing priorities, meet deadlines, and work efficiently despite numerous interruptions from clients and staff. We need an energetic, flexible and reliable individual who will be happy to keep the office running smoothly while providing administrative support to the Executive Director primarily, but also to other office staff from time-to-time.

Line of Responsibility:

The Administrative Assistant/Receptionist will report directly to the Executive Director.

MAJOR AREAS OF RESPONSIBILITIES:

- Administrative support to the Executive Director and the office team.
- Using spreadsheet and database software, to create, maintain and/or update the agency's databases and mailing lists.
- Maintain and update the office filing systems.
- Using computer word processing, to prepare reports and other documents.
- Coordinate the flow of information internally and with board members, clients and other organizations, ensuring that all relevant documents are prepared in accessible formats when necessary (i.e.: Braille and/or large print).
- Assist in the payroll process, coding of invoices and travel allowances and expense reports.

- Assist in the planning and production of agency events as required, including board meetings, staff meetings, public awareness events and fundraising.
- General office duties such as greeting office visitors, telephone and TTY reception, prepare and send outgoing mail, email, faxes and courier parcels, ordering supplies, proof-reading, photocopying, collating and assembly of documents.
- Ensure the good working order of all office equipment.
- Ensure the reception area is organized, clean and professional at all times.

QUALIFICATIONS:

- Proficient in Word, Excel, PowerPoint and other Microsoft applications. Proficient in web and email applications.
- Demonstrated excellent communication skills, both verbal and written English.
- Ability to manage confidential and sensitive issues in a professional manner.
- Demonstrated exceptional problem solving, organizational and time management skills. Ability to work efficiently despite interruptions.
- Demonstrated ability to initiate and prioritize work.
- Reliable and prompt.
- Flexible team player with a good attitude who is comfortable interacting with persons who have disabilities.
- Willingness to learn about the disability of deaf-blindness and the communication systems used by clients, including Braille, American Sign Language and Two-Hand Manual.
- Knowledge of Braille, Braille translation and/or communication systems used by persons who are deaf-blind an asset.
- Access to a car an asset.

CLOSING DATE: Until filled.

All interested applicants are invited to email a cover letter and a maximum 2-page resume to rcheshire@rogers.com. The cover letter should address your past applicable work and educational experiences as it applies to this posting.

RCH appreciates the efforts of all applicants, but only those selected for an interview will be contacted.