

Internal / External

Job Title:	Administrative Assistant – 24 Hour Services
Number of Positions:	2 Contracts (1 FT, 1 PT)
Position Type:	Contracts, Non-bargaining Unit
Department:	24-Hour Services
Reports to:	Site Management
Hours:	FT - 37.5 hours per week PT - 24 Hours per week
Posting Date:	January 12th, 2022
Application Deadline:	January 20th, 2022
Location:	Toronto

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for over 125 years. We work in partnership with community members from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation, to address their needs and hopes and advocate for a more equitable society. Please see our website at www.fredvictor.org. Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion. We are looking for someone who is dynamic and creative in their approach.

Job Summary:

Duties include providing support to twenty-four hour services management and front-line staff with the provision of day-to-day administrative duties at the Women's Hostel, Bethlehem United Shelter and Women's 24-Hour Drop-In.

Responsibilities:

- Process all weekly accounts payable cheque requisitions, maintains appropriate records and conducts cheque requisitions investigation as necessary.
- Replenishes and reconciles resident TTC (tokens) stock.
- Administers, replenishes and reconciles petty cash on a monthly basis.
- Responsible for reconciling management visa statements.
- Cashes petty cash cheques monthly.
- Responsible for carrying large amounts of cash from location to location.
- Assist site management with researching and obtaining information and quotes as required.
- At the request of management and for reporting purposes, can access and compile statistical information.
- Purchases and maintains an inventory of office supplies.
- Keeps accurate records of all office equipment, including maintenance and servicing of equipment.
- Provides clerical support including copying and filing of financial reports, funding submissions and other reports as required.
- Utilizes efficient office management systems, such as, organizing a filing system.
- Files and records must be kept secure and categorized and filed regularly.
- Registers staff for training and maintains records as required by management.
- Monitors and maintains completed task forms.
- Maintains policies binders up to date as directed by management.

- Co-ordinates the inventory, tracking, replenishment and storage of resident supplies and program supplies.
- Submits, tracks and notes patterns of property management work order requests.
- Posts job openings on line as requested by management.
- Schedules interviews with prospective candidates.
- Copies resumes, cover letters and interview questions for hiring committee members
- Book space for meetings as directed
- Performs other tasks as directed by the Director, 24-HR Services and/or site Managers

Qualifications:

- 2 years of experience in the non-profit sector
- Community College Diploma in office administration
- Good written and verbal communication skills
- Strong time-management and attention to detail skills
- Ability to work in an unpredictable and a fast-paced environment
- Demonstrated skills with maintaining office systems
- Strong customer service skills and organizational skills
- Ability to work independently and co-operative with other FV staff
- Must have great multitasking, problem solving and good judgement abilities
- Must follow policies and procedures as required by the organization
- Able to take initiative with minimal direction and supervision

Working Conditions:

Employee works in the admin office and/or main office at Women’s Hostel with travel outside to other sites and the main FV’s office. There is occasional contact with 24-hour residents/Service Users who are permitted to bring their pets with them. Employee must be willing to work with animals and be proximate to animals. All 24-hour services employees must expect to be in potentially threatening situations.

Application:

Please submit a résumé and cover letter detailing how you meet the job requirements **by January 20th, 2022:**

Rupa Amolik
ramolik@fredvictor.org

Applicants should quote “Admin. Assistant – WH, BUS, Women’s 24 Hour Drop-In” in the subject line

Proof of Covid-19 vaccinations and a Police Record Check are required by the final candidate(s) prior to hiring.

All Internal and External job applicants must declare their vaccination status in their job applications— whether they have been fully or partially vaccinated. All candidates offered a position with Fred Victor Centre from September 30, 2021 onward must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor Centre will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.

Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.