



Since 1978, the Ontario Association of Children's Rehabilitation Services (OACRS) has represented the interests of Children's Rehabilitation Centres in Ontario. Through our services as a membership organization, we provide a powerful united voice for our member centres and deliver leadership by influencing policy, programs and funding to maximize the potential for all children and youth facing physical, communication and/or developmental challenges. Currently OACRS represents all 21 Children's Treatment Centres in Ontario.

OACRS is committed to advancing an integrated, inclusive and family-centred sector. OACRS' members provide innovative therapies and extensive treatment options to 60,000 children with physical, developmental and communications needs annually in cities, towns and rural areas across the province that total nearly \$200M.

OACRS is seeking a qualified candidate for the full-time position of **Administrative Assistant**. This position will report to the Chief Executive Officer.

Responsibilities:

- Provides administrative support to OACRS staff; may be directed to provide assistance to OACRS members.
- Maintains an orderly system of office organization including hard copy and electronic file management.
- Prepares and/or completes documents as requested including correspondence, reports, drafts and email.
- Records, transcribes and distributes Minutes of meetings as required.
- Prepares meeting materials and distributes as necessary.
- Assists with the coordination of OACRS meetings, including facilities and meals.
- Performs general clerical duties including photocopying, fax and mailing.
- Performs reception duties answering and transferring inbound phone calls and receiving visitors.
- Maintains office supply inventory; coordinates maintenance of office equipment.
- Maintains financial records as required.
- Provides administrative support to CEO; calendar management, meeting preparation, email management, travel arrangements for meetings, and other duties as required
- In supporting the CEO, the assistant will be required to support to OACRS Board and Committee members: meeting set up, agenda preparation, minutes, meeting document preparation.
- Handling correspondence: letter typing to senior executives, politicians and clinical leaders.
- Contributes to specific projects as required; may be required to perform other duties as assigned.

Essential Skills and Minimal Qualifications:

- Post-secondary education is preferred
- Diploma or certificate in office administration or secretarial skills is preferred
- 5-7 years relevant experience
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of operation of standard office equipment
- Ability to work independently and collaboratively within a small office environment
- Demonstrated interpersonal and communications skills
- Demonstrated organizational and time management skills
- Demonstrated familiarity with and experience in use of social media tools and use of technology
- Superior proficiency with Microsoft Office tools: Outlook, Word, Excel, PPT
- Able to handle multiple tasks and meet deadlines
- Able to work under pressure
- Good problem solver and critical thinker
- Possesses a professional manner and strong customer-service orientation

Salary range: \$47,000-\$53,000 per annum (benefits offered after probationary period).

Interested applicants can apply to sending an email: hmillstone@oacrs.com. Applications must include a cover letter detailing your qualifications and how your goals align with OACRS and must include a cv/resume. Position is located in Toronto. Deadline for submission is: November 28, 2013. To learn more about OACRS, visit: www.oacrs.com