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LANSDOWNE CHILDREN’S CENTRE / EMPLOYMENT OPPORTUNITIES / EXECUTIVE ASSISTANT

Executive Assistant

We are currently seeking a Full-time, Permanent Executive Assistant

The Executive Assistant provides a wide range of administrative support to the Executive Director and Human Resources Director.

Responsibilities:

- Support to the Executive Director
- Provide administrative support including coordinating the Executive Director’s schedule, responding to inquiries as appropriate and undertaking special projects as delegated
 - Prepare and distribute documents for Board and Board Committee meetings and take accurate minutes of meetings
 - Maintain Board and Centre policies and procedures
 - Maintain central records of legal contracts, communication, documentation
 - Prepare and distribute communication as delegated using a variety of social media

- Support to the Human Resources Director
- Assist with benefits, pension, WSIB and salary administration
 - Assist with recruitment process, maintenance of personnel files
 - Monitor and track compliance with HR processes

Qualifications and Experience:

- Post-secondary education in Office Administration or Executive Assistant, Human Resources and/or Communication certificate considered an asset
- Excellent written and verbal communication skills
- Ability to use variety of operations found in Microsoft Word, Excel and PowerPoint
- Ability to communicate in a social media environment by utilizing a variety of social media and social networking communication tools and practices
- Interact effectively and professionally with internal and external stakeholders
- Preference for a combination of at least 2 years in a senior executive assistant position
- Related experience as a Human Resources Assistant and/or Communications assistant considered an asset

Start Date:

As soon as possible.

Salary Range:

\$37,681 – \$44,330
Lansdowne offers a competitive benefits, vacation and pension plan.

Closing Date for applications:

August 7, 2020 at 4:00 pm.

In compliance with the *Accessibility for Ontarians with Disabilities Act*, accommodations are available to applicants to support them in all aspects of the hiring process. Applicants need to make their needs known in advance.

Apply Now

NAME (REQUIRED)

Enter your first and last name

EMAIL (REQUIRED)

Enter your email address

PHONE (REQUIRED)

Enter your phone number

ATTACH YOUR RESUME (REQUIRED)
(PDF or Microsoft Word Format Preferred)

Upload

File name displays here

We thank all applicants; however, only those considered for an interview will be contacted.

✓

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Lansdowne Children’s Centre



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Visit

- 39 Mount Pleasant Street, Brantford, ON N3T 1S7
- 12 Colborne St. N., Simcoe, ON N3Y 3T9
- 11 Colborne Street North, Simcoe, ON N3Y 4H2;
- 82 Argyle Street South, Unit 3, Caledonia, ON N3W 1K7
- 10 Ramsey Drive, Dunnville, ON N1A 1K8

Contact

Tel: **519-753-3153**
Fax: 519-753-5927
Toll Free: 1-800-454-7186
Email: info@lansdowneccc.com