



## **JOB POSTING**

**POSTING NO: 24-56**

**DATE: November 4<sup>th</sup> , 2024**

**HOURS: Monday to Friday 8:30 am to 4:30 pm**

**POSITION:** Full-Time Administrative Assistant Finance & Human Resources  
**DEPARTMENT:** Non-Union Administrative  
**LOCATION:** 36 Emperor Street Ajax Ontario  
**REPORT TO:** **MANAGER:** Nicole Landells/Samantha Kanhai

### **About Us:**

Community Living Ajax, Pickering, and Whitby is dedicated to enhancing the quality of life for individuals with developmental disabilities by providing support and services tailored to their needs. Our team is committed to fostering a supportive and inclusive environment that empowers individuals and promotes community engagement.

We are seeking a detail-oriented and proactive Administrative Assistant to support our HR and Finance departments. This role is crucial in ensuring the smooth operation of our administrative functions, providing essential support to both the Human Resources and Finance teams.

### **JOB SUMMARY:**

#### **HR Support:**

- Assist with facilitating all stages of the recruitment process, including drafting job postings, coordinating interview schedules, and assisting in onboarding to ensure a seamless new-hire experience.
- Accurately maintain and update employee records, HR databases, and personnel files.
- Prepare, process, and track HR-related documentation, including employment contracts and benefits enrollment, to ensure compliance and efficiency.
- Contribute to employee engagement initiatives and provide administrative support in organizing training and development programs.

#### **Finance Support:**

- Assist with accounts payable and receivable processes, including invoice processing and expense tracking.
- Support the preparation of financial reports and contribute to budgeting and forecasting efforts.
- Assist with audit preparation to ensure readiness and compliance
- Maintain comprehensive financial records and ensure precise data entry for accurate record-keeping.
- Coordinate with external auditors, providing necessary documentation and ensuring smooth communication throughout the audit process.

### **EDUCATION REQUIRED:**

- Post-secondary education in Business Administration, Human Resources, Finance, or a related field.
- A minimum of two years experience in an administrative role, with specific exposure to HR and finance functions, preferred

### **KEY COMPETENCIES:**

- Commitment to the Association's Mission, Vision, and Values, with a proactive approach to supporting organizational goals.
- Demonstrated experience as an administrative assistant, ideally with a focus on HR and finance.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with HR and finance software applications.

- Exceptional organizational and multitasking abilities, with a keen ability to prioritize tasks effectively.
- Strong written and verbal communication skills for effective collaboration and documentation.
- High attention to detail and commitment to accuracy in all tasks.
- Ability to handle sensitive information with the utmost confidentiality and discretion.
- A proactive, team-oriented approach, with a strong dedication to providing collaborative support.
- Must have a recent Criminal Reference Check.

**SALARY: \$** **\$44,733.00**  
**BENEFITS:** **After completing three months of probation**  
**HOURS OF WORK:** **Monday to Friday 8:30 am-4:30 pm**  
**START DATE:** **December 2<sup>nd</sup>, 2024 (anticipated)**  
**APPLY TO:** **Samantha.kanhai@clapw.org to successfully apply, you must submit a cover letter and Resume to the hiring manager**  
**DEADLINE:** **November 11<sup>th</sup> 2024**

Community Living Ajax-Pickering welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If selected for an interview and require any accommodations, please contact Samantha Kanhai, Human Resources Manager. 905 427-3300 ext. 239.