



JOB POSTING

POSTING DATE: November 23, 2021

CLOSING DATE: December 10, 2021

POSITION: Office Administrator (37.5 hours/week, permanent full-time)

POSITION SUMMARY:

This position attends to the daily operations from an organizational, administrative and communications support perspective for Rotary Hospice Stratford Perth (an operation of Hospice Care Avon Maitland). This position works closely with the leadership team on various projects and assumes responsibility for special projects as assigned by the Executive Director. Provides administrative support to Hospice fundraising events & activities, prepares Board meeting agendas, minutes & reports and prepares correspondence and a variety of confidential documents. Monitors and orders office supplies, equipment, and materials. Codes and distributes outgoing vendor cheques and files invoices. Completes bank account deposit record sheets and make deposits. Manages the processing of donations and prepares monthly bookkeeping reports. View the full position description at www.rotaryhospice.ca under About Us, Join our Team.

REPORTS TO: Executive Director

START DATE: January 2022

EXPERIENCE: Experience working in an office environment and applying computer skills and working with databases. Experience with accounts payable/accounts receivable processes. Experience with Microsoft (MS Word, Excel, etc.)

EDUCATION: Post secondary education in office administration

REQUIRED: Fully vaccinated
Two Step TB Test
Police Vulnerable Sector Check

Please submit a cover letter and resume no later than December 10, 2021, to Lana Burchett, Executive Director at lanea@rotaryhospice.ca with subject line Office Administrator. Only those candidates selected for an interview will be contacted.

Rotary Hospice Stratford Perth is an equal opportunity employer that strives to create a respectful, accessible, and inclusive work environment. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Please advise in your response if you require accommodation through the application, interview, or selection processes.



JOB DESCRIPTION

POSITION TITLE: Office Administrator; Rotary Hospice Stratford Perth (RHSP)

REPORTS TO: Executive Director

POSITION SUMMARY:

This position attends to the daily operations from an organizational, administrative and communications support perspective for Rotary Hospice Stratford Perth (an operation of HCAM). The position works closely with the leadership team on various projects and assumes responsibility for special projects as assigned by the Executive Director.

ESSENTIAL FUNCTIONS

General/Office Administration

- Provide administrative assistance to all staff as requested
- Maintain an organized system of tracking and prioritizing workload
- Post outgoing mail and request couriers
- Recover emails sent to the info email and distribute as appropriate
- Act as key resource for the telephone system
- Prepare correspondence, reports and a variety of confidential documents as required
- Assist with agency events and fundraising
- Update forms, electronic and hard copy files as required
- Maintain public awareness and special events materials
- Monitor and order office supplies, equipment and materials
- Book meeting rooms and order refreshments as required
- Update forms, electronic & hard copies, as required
- Provide office orientation to new staff and placement students
- Other related duties as assigned

Finance

- Code and distribute outgoing vendor cheques and file all completed invoices
- Complete bank account deposit record sheets and make deposits
- Oversee and reconcile petty cash funds
- Liaise with Bookkeeper regarding payments and reports
- Manage the processing of donations and work with administrative volunteers providing clerical support with the donation process

Date: November 2021

- Other related duties as assigned

Information Technology

- Help staff and volunteers encountering problems with computers, printers, etc.
- Interact with HPHA IT resources to resolve problems
- Other related duties as assigned

Special Events & Projects

- Provide administrative support to Hospice fundraising events & activities
- Help in the preparation of Board Annual General Meetings
- Oversee social media, web and traditional media channels
- Manage the administration of third-party events
- Other projects as assigned

JOB SPECIFICATIONS

EXPERIENCE AND KNOWLEDGE:

- Experience working in an office environment
- Experience applying computer skills (MS Word, Excel, PowerPoint, etc.) and working with data bases
- Experience working with volunteers
- Experience with accounts payable/accounts receivable processes

EDUCATION:

- Post-secondary education in office administration

WORKING CONDITIONS:

- Successful completion of a Police Vulnerable Sector Check
- Successful completion of a two-step Tuberculosis (TB) test
- 37.5-hour work week (Monday to Friday, approx. 8:30 am to 5 pm, with one-hour unpaid lunch break) with some evening and weekend work related to the position as well as attendance at community events
- A vehicle is required to be able to fulfill the requirements of this position, including a maximum of \$1 million automobile insurance policy regarding public liability and property damage. Proof of insurance to be provided.
- That all responsibilities be performed in keeping with the philosophical framework set out in the Mission, Vision and Values of HCAP

INTERPERSONAL SKILLS AND COMPETENCIES:

- Self-starting, highly organized with an ability to manage multiple priorities
- Time management skills and effectively working to deadlines

- Excellent interpersonal skills, including communication and conflict resolution
- Attention to detail
- Enjoys working in a team environment
- Represent the Hospice with the highest degree of professionalism