

## **JOB POSTING**

### **ADMINISTRATIVE ASSISTANT**

**Posting Date:** Friday August 1, 2025

**Closing Date:** when filled

**Position title:** Administrative Assistant

**Organization:** Alzheimer Society Southwest Partners

#### **About you:**

You are an enthusiastic, friendly, and highly organized person with a passion for helping others. You are a natural with computers, applications and phone systems and your written and verbal communication skills are first-rate. You thrive in a busy office setting and enjoy providing support and assistance to others. You manage your time well and are able to prioritize multiple tasks and requests, demonstrating accuracy, detail and initiative in your work. You are able to problem-solve through challenging situations and unexpected circumstances.

#### **What We Offer:**

- Health benefits
- Pension plan
- Paid sick time
- Birthday off paid
- Generous vacation time
- Flexible work models
- Paid personal days
- Positive workplace culture

#### **About This Position:**

**Immediate Supervisor:** Manager of HR & Administration

**Indirect Supervisor:** Director of Operations

**Direct Reports:** None

**Job Status:** Full-Time, permanent, 35 hours per week,

**Location:** Alzheimer Society Southwest Partners – Middlesex Site  
(435 Windermere Road, **London**, ON)  
Occasional support at our Elgin and Woodstock sites may be required.

#### **Summary:**

The Administrative Assistant is the hub of the office and the first point of contact for visitors and calls. This role always knows what is happening with office-related operations and communicates with good judgment, sensitivity, and tact. With strong attention to detail and an ability to multi-task, the Administrative Assistant provides administrative support to managers and staff through a variety of tasks related to the organization. This includes responsibilities supporting the HR department, as well as accounts payable and receivable, requiring accuracy and discretion in handling financial data. The Administrative Assistant is a natural with

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## SOUTHWEST PARTNERS

computers, phone systems, and databases and possesses the skills to assist in maintaining the organization and office's administrative and financial processes.

### **Duties and Responsibilities:**

#### **Accounts Payable**

- Enter all bills for payment in QuickBooks software coding based on program.
- Produce cheques or pay invoices by direct deposit for A/P bi-weekly.
- Monitor cash flows.
- Track grant monies/expenses.
- Enter and reconcile VISA expenses.

#### **Billing/Accounts Receivable**

- Prepare invoices for sponsorships, education sessions and all other billing as required.
- Ensure A/R is up to date with receivables paid in a timely manner and payments applied.

#### **Administrative and Reception (assisting with coverage):**

- First point of contact for phone calls and visitors, greeting and welcoming in a professional, friendly manner.
- Uses discretion in referring visitors / calls to the appropriate staff; directs callers and visitors to the appropriate resources as necessary.
- Assists in health and safety processes as required.
- Carry out administrative duties as needed, included but not limited to filing, typing, printing, copying, binding, scanning, etc.
- Maintain supplies inventory, anticipating needed supplies, placing orders and verifying receipt of supplies.
- Type and prepare neat, accurate, error-free correspondence as requested, in accordance with deadlines.
- Coordinate office repairs and maintenance as required.
- Liaison for IT contractor, office equipment suppliers, and telecommunications provider.
- Ensures the Resource Centre is managed properly.
- Updates and maintains the office master files and related databases.
- Assists with special events and meetings as required.
- Process donations, sales or event registrations with Visa or MasterCard when requested.
- Prepare the bank deposit and appropriate bank deposit forms, assist in bank deposits as requested.
- Assist with supporting volunteers as required.
- Assist in maintaining petty cash process.
- Maintain security system, including issuing and maintenance of pass codes.
- Assist and support HR department with the administrative preparation for new staff.
- Maintain office site shared calendar and the in-office schedule.
- Participate in and assist with culture and team building events and activities.
- Assist in supporting designated manager and their team.
- Other duties as assigned by supervisor, director or CEO.

### **Evaluation & Other Responsibilities:**

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## S O U T H W E S T P A R T N E R S

- As an employee of a non-profit organization, you are expected to participate in fund development activities as required,
- Quarterly performance meetings and annual performance review with Supervisor.

### **Required Qualifications:**

- Post-Secondary Education (business administration / Secretarial), adequate work experience in field or a combination.
- 2-3 years of relevant experience in an administrative role.
- Able to work within an environment that requires a high degree of professionalism, confidentiality and discretion.
- Exceptional ability to focus, multi-task, and follow-up with accuracy and efficiency.
- Demonstrated proficiency in Microsoft 365, Power Point, Word, Outlook and Excel with strong keyboarding skills (60wpm).
- Excellent interpersonal, communication and organizational abilities (verbal and written).
- Strong time management skills.
- Experience with accounts payable / receivable.
- Experience working within and maintaining databases.
- Valid driver's license and access to a vehicle.
- Valid Vulnerable Sector Police Check screening required.

### **Preferred Qualifications:**

- Experience in the non-profit health care sector.
- Knowledge of Alzheimer disease and related dementias.
- Knowledge and experience around Health and Safety.
- Experience supporting HR / recruitment work

### **Working Conditions:**

Office setting. General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing. Freedom of movement throughout the day. Some travel may be required. Occasional limited evening and weekend work required.

### **About Us**

#### **Organization Overview:**

The Alzheimer Society actively supports families and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, and funding for research for those affected by Alzheimer's disease and other dementias.

#### **Our Vision:**

No one impacted by dementia goes unsupported.

#### **Our Mission:**

We provide community and person-centered support and education to those impacted by dementia.

#### **Our Values:**

Collaboration, Excellence, Respect, Compassion and Belonging.

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## SOUTHWEST PARTNERS

**Website:** [www.alzswp.ca](http://www.alzswp.ca)

### **TO APPLY:**

Interested applicants will submit a **complete application package including cover letter and resume in .pdf format to:** [HR@alzswp.ca](mailto:HR@alzswp.ca) (with the job title listed in the subject line).

All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting. We thank all applicants for their interest, only those selected for an interview will be contacted.

### **Commitment to Equitable Recruitment:**

The Alzheimer Society Southwest Partners (AlzSWP) recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values (collaboration, excellence, respect, compassion and belonging) and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. AlzSWP welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQAI+.