

## JOB POSTING

### Administrative Assistant

**Posting Date:** Thursday July 18, 2024

**Closing Date:** when filled

#### **Organizational Overview:**

The Alzheimer Society Southwest Partners actively supports care partners 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:**

A world without Alzheimer's disease and other dementias.

#### **Our Mission:**

To alleviate the personal and social consequences of Alzheimer's disease and other dementia's and to promote research.

#### **Our Values:**

Collaboration, Accountability, Respect and Excellence.

**Position title:** Administrative Assistant

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

**Status:** Full-Time, permanent, 35 hours per week,  
Occasional evening and weekend work required.

#### **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.

#### **Position 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

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ability to multi-task, provides administrative support to managers and staff through a variety of tasks related to the organization. The Administrative Assistant is a natural with computers, phone systems and databases and possesses the skills to assist in maintaining the organization and office's administrative processes.

## **Required Qualifications:**

- Post-Secondary Education (Administrative / 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 working within and maintaining databases,
- Experience with client admission or intake work,
- 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.

## **Duties and Responsibilities:**

### **Intake Support**

- Coordinate intake referrals sources including those from family physicians, CSS Central intake, service provider agencies, self-referrals, and others,
- Create an electronic client file for each new client,
- Adhere to privacy policies and gain consent from clients,
- Update and maintain incoming client tracking sheet,
- Responsible for scheduling clients into First Link Care Navigator appointments and providing client information to First Link Care Navigator team,
- As required and within assigned working hours, assist walk-in clients who require immediate attention by meeting with them and expediting their urgent referral to clinical staff.

### **Administrative and Reception:**

- 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,

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- Carry out administrative duties as needed, including 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 and managers 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:**

- 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.

## **Immediate Supervisor:**

Director of Operations

## **Indirect Supervisor:**

Manager of Human Resources and Administration

## **Working Conditions:**

In-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 required.

## **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).

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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 include **collaboration** and **respect** 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 2SLBGTQAI+.