



## Job Posting Administrative Assistant and Receptionist

**Reporting to:** Regional Manager, East Central Ontario  
**Location:** Pickering office, 975 Dillingham Road  
**Position Classification:** Full-time (37 ½ hours per week)  
**Application deadline:** **July 31, 2017 or until the position is filled**  
**Start Date:** As soon as possible

Qualified applicants are invited to submit a cover letter (including salary expectations) and résumé to [careers@scientistsinschool.ca](mailto:careers@scientistsinschool.ca). Please mention where you saw this position advertised in your cover letter.

*We thank all candidates for their interest. Only those selected for an interview will be contacted. Scientists in School welcomes diversity in the workplace and encourages applications from all qualified individuals. Individuals with a disability requiring accommodation during the application and/or the interview process should advise us so arrangements can be made.*

### **Position Summary:**

The Administrative Assistant is the first point of contact for Scientists in School's National Office and East Central Ontario region. Providing exceptional service to customers, staff and presenters is the key priority for this role. This position also provides reception duties, maintains database and provides administrative and general office support.

This is a busy, fast-paced environment that requires you to juggle multiple priorities.

### **Accountabilities:**

1. Provides excellent customer service and support to participating schools, presenters and staff. This involves maintaining the data base and customer records, processing booking requests and providing timely and knowledgeable information to customers by phone or email. Attends classroom workshops as one method of becoming familiar with program content.
2. Provides administrative support for the Regional Manager and Team Leaders.
3. Ensures data is accurately entered into Microsoft Great Plains and generates reports using Excel. Processes high volume of data entry during peak booking times.
4. Coordinates the distribution of materials to presenters, school and staff.
5. Assists with arrangements for training sessions and presenter meetings. This may require picking up supplies or food (with use of own car).
6. Coordinates bookings and scheduling for community workshops.

7. Orders office supplies and coordinates printed and workshop kit materials for region.
8. Contributes to special projects and initiatives as needed.

**Qualifications:**

1. Excellent interpersonal, communication and customer service skills. Demonstrated ability to communicate in a friendly and professional manner to establish and maintain effective working relationships with individuals within and outside of the organization.
2. College diploma in business or office administration combined with one to two years' administrative and/or customer service experience.
3. Must have strong knowledge and experience with MS Office. Experience with databases is preferred.
4. Demonstrated ability to work independently and take initiative and also work collaboratively with a team.
5. Strong written and oral communication skills, including email correspondence and short reports.
6. Proven organizational skills and ability to set priorities.
7. Ability to effectively balance numerous tasks/projects.
8. Ability to manage in a high-volume, fast-paced work environment.
9. Must be discrete, thorough, efficient and detail-oriented.
10. Knowledge of Scientists in School programs an asset.

*Additional Requirements:*

- *Use of own vehicle for occasional errands*
- *Once selected, the successful candidate will be required to apply and obtain a satisfactory Police Records Check for the vulnerable sector.*