



Posting #E053-18

Full Time Administrative Assistant – Purchasing Focus (Head Office)

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving responsible and independent individuals. For more information about Lookout, please visit www.lookoutsociety.ca.

Position Summary

Reporting to the Director of Administration, the Administrative Assistant – purchasing focus, provides first point of contact to the general public and offers senior level administrative support to Directors and Managers. This position screens and prioritizes incoming calls and requests, manages appointments, organizes and monitors complaint mechanisms and incidents, arranges meetings, composes correspondence, and assists in maintaining file and office systems as well as a clean and efficient work space. Salary will be negotiated depending on experience and qualifications, and includes a benefits and pension plan. The schedule for this position is Monday through Friday with a 40 hour work week. This position is exempt from the Union.

Qualifications:

- Post-secondary education equivalent to two (2) years of study
- Two (2) years of recent related experience
- One (1) year of experience working in a non-profit environment; or an equivalent combination of education, training, and experience
- Demonstrated ability to type 60 w.p.m.
- Valid Occupational First Aid Level 1 Certificate is an asset
- Must pass a satisfactory Criminal Record Check for the Vulnerable Sector

Skills and Abilities:

- Demonstrated communication skills (both verbal and written)
- Ability to manage a high workload with multiple priorities
- Ability to work with a significant level of interruptions
- Excellent planning and organizational skills
- Proven ability to write correspondence on a variety of topics
- Demonstrated ability to research and analyze, investigate and resolve issues, and recommend solutions
- Demonstrated ability to operate related equipment, including advanced proficiency with personal computers including database management, spreadsheet development, and Microsoft programs

Lookout offers a comprehensive benefit package and 3 weeks' vacation to start. Opportunities for in-house training and development are also provided.

TO APPLY: Submit cover letter and resume to hrdirector@lookoutsociety.ca

CLOSING DATE: December 13, 2018 at 5:00pm

Please note only shortlisted candidates will be contacted