



Posting #E022-19

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 Manager 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 processes incoming purchase order requests, works with vendors, and assists the Manager with drafting, submitting and analyzing Requests for Proposals. The Administrative Assistant screens and prioritizes incoming calls and requests, arranges appointments and meetings, organizes and monitors complaint mechanisms and incidents, 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 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 OFA 1 First Aid Training Certificate is an asset, must pass a satisfactory Criminal Record Check

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
- Ability to operate related equipment, including advanced proficiency with personal computers including database management, spreadsheet development, Microsoft programs, and purchasing systems
- Eagerness to uphold Lookout's mandate, mission, vision and values

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 Rachel.Jecks@lookoutsociety.ca

CLOSING DATE: September 9, 2019 @ 5:00 PM

Please note only shortlisted candidates will be contacted.