



REXDALE WOMEN'S CENTRE

Receptionist/Finance and Administrative Assistant Job Posting

POSITION: Receptionist/Finance and Administrative Assistant
HOURS: 25 hours per week (with some evening and or weekend work)
START DATE: Immediately
SALARY: \$19.19 /hr
REPORTS TO: Director Programs & Finances

Position Summary

The Rexdale Women's Centre is a non-profit, community-based organization that provides assistance to refugees, newcomers and immigrant women and their families in Etobicoke North and surrounding neighbourhoods. RWC is seeking an energetic individual to assume the Receptionist/Financial and Administrative Assistant Position to provide administrative support the RWC Team. including and not limited to: welcoming and greeting clients, entering and managing client data information, and maintaining booking and administrative functions.

Reception:

- Respond to telephone inquiries promptly and courteously, referring to appropriate person or recording and relaying messages.
- Receive and greet all visitors to office and announce to appropriate staff.
- Open, distribute, prepare and process incoming and outgoing mail.
- Maintain general neatness of entrance/office.
- Provide basic information to the public, clients, community agencies and government personnel as necessary to the functions of the organization.

Typing/Clerical:

- Handle routine typing of letters, invoices, memos, etc.
- Create files and labels for counselling staff.
- Prepare and distribute all staff timesheets.

Business Equipment:

- Operate and monitor usage of office equipment, such as telephone, answering, facsimile, shredder and photocopying machines.

Filing/Office:

- Maintain and file documents for the office.
- Maintain inventory of office supplies, and place order for such supplies as needed (in consultation with appropriate management staff)
- Maintain and reconcile internal photocopy usage accounts

Clerical and Other Duties:

- Attend team meetings.
- Assist with other agency functions as assigned and required.
- Create and label files, inactive files

Financial Duties

- Place order for refreshment and supplies for all locations and track program usage
- Mail cheque and letters, receive mails and distribute
- Receive donations, record with estimated price of each item and distribute.
- Keep record of stamps, TTC tickets, tokens and gift cards and track program usage.



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- Assist with Petty Cash management and reconciliation as needed
- Maintain and reconcile postage stamp usage and purchase

Administration

- Answer calls coming in and redirect to counsellors
- Evaluate the participants feedback and send the report and log into system
- Prepare participants certificates
- Coordinate the income tax clinic.
- Maintain materials and supplies inventory
- Maintain and archive inactive client files
- Arrange for courier services
- Submit volunteer and student hours to Community Engagement Staff
- Other administrative duties as identified

Qualifications:

1. Secondary and or post secondary education or equivalent.
2. Proven telephone equipment operation skill.
3. Proven reception experience and knowledge.
4. Proven computer skills Word, Excel, Power Point, etc.
5. Proven organizational skills.
6. Ability to work independently and as part of a team.
7. Good English language communication skills.
8. Ability to speak a second language an asset.

We provide equal employment opportunity for all applicants and employees and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other characteristic protected by local law.

We particularly encourage applications from Black people, Indigenous people, and people of colour, people with disabilities, members of the LGBTQ2+ community and those with varied areas of expertise and lived experiences.

***Rexdale Women's Centre subscribes to the Ontario Human Rights Act
Rexdale Women's Centre is a United Way Anchor Agency Member***

DEADLINE: Friday, March 28, 2023 @ 12:00 Noon

Submit Resumes to: Receptionist/Finance and Administrative Assistant Position
925 Albion Road, Suite 309
Rexdale, ON M9V 1A6

EMAIL: rsingh@rexdalewomen.org

Only applicants who will be interviewed will be contacted