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## Part Time Administrative Assistant

May 30, 2022 Competition # 22-11 ADMINSAST

As a leading provider of quality programs for children and youth, we offer experiences that are affordable and accessible, with a focus on learning and skill development. We are proud of our history of leveling the playing field and providing opportunities for young people to discover, develop, and achieve their full potential. The BGC Hamilton-Halton operates EarlyON Centres, Early Learning and Child Care Centres across multiple sites.

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### Key Responsibilities and Skills:

- Will provide a positive first impression to children, families and the general public at our Ellis Avenue site, by providing support at the Reception Desk.
- Serve as an initial source of information for those inquiring about the BGC Hamilton-Halton, its programs and activities.
- Promote the mission and values of the agency and ensure Equity, Diversity and Inclusion are the base of all programming.
- Proven ability to successfully work with children and their parents in a sensitive, effective and professional manner.
- Computer literacy, including effective working skills of MS Word, Excel, G-Suite and e-mail required.
- Good organizational, time management and prioritization skills.
- Strong morals and ethics, sound judgement and reasoning skills, along with a commitment to discretion and staff privacy.
- Strong verbal, written and interpersonal communication skills that allow one to work effectively in a diverse working environment.
- Physically able to perform all assigned tasks.

### The Ideal Candidate Will Have:

- Office or Business Administration background, certificate/diploma preferred
- 1 year experience administrative support / reception
- Recreation Facility experience preferred
- Current First Aid /CPR Certificate level C.
- Must present an acceptable background/police Vulnerable Sector check.
- Must provide proof of COVID19 immunization

BGC Hamilton-Halton is a diverse and welcoming employer. We encourage applications from all qualified candidates. Only those selected for an interview will be contacted.

To apply submit your resume and cover letter to: [brenda.airdrie@bgchh.com](mailto:brenda.airdrie@bgchh.com)

Closing Date:

Wage: Starts at **\$16.45/hour**