

Full Time Administrative Assistant

November 22, 2021 Competition # 22-39 ADMINAST

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.

Key Responsibilities:

- Provide a positive first impression to children, families and the general public at our Ellis Avenue site, by overseeing the Reception Desk.
- Serve as an initial source of information for those inquiring about the BGCHH, its programs and activities.
- Provide support to the Club's programs and management team by assisting with tasks as assigned by supervisors, managers and the Executive Director.
- Answers reception-directed phone calls, respond to front desk e-mail messages and oversee deliveries and mail
- Provide information to children, parents and external stakeholders on programs, including schedules, locations, registration, start dates, and availability; demonstrate initiative by maintaining an up-to-date knowledge of program offerings
- Process membership and program registration requests
- Process financial transactions, including cash handling, credit and debit transactions accurately
- Provide support to supervisors and programs by processing program applications during registration periods, placing them in program sessions, and notifying parents of successful registrations and program times;
- Monitor inventory of office and cleaning supplies and place orders from suppliers
- Schedule and coordinates facility rentals in accordance with Club schedules and policy;

The Ideal Candidate Will Have:

- A diploma or certificate in Business Administration / Office Administration or equivalent
- Two years of reception or administrative assistant experience
- Experience working in a Recreation Centre an asset
- Excellent computer skills
- A clear Vulnerable Sector Check and must provide COVID immunization status

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

Wage: Starts at **\$34,338 annually**