

**Administrative Assistant  
(Part-Time)****Competition #25-09 PTADMINAST**

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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.

**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
- Answers phone, 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
- Process membership, program registration requests, financial transactions, including cash, credit and debit transactions
- Process program applications during registration periods, placing and notify parents of successful registrations and program times
- Signing in members during our drop in programming using RecDesk
- Monitor inventory of office and cleaning supplies and place orders from suppliers

**Ideal candidate will have:**

- Diploma or certificate in Business Administration / Office Administration or equivalent
- Reception or administrative assistant experience
- Availability to work evenings and weekends
- Experience working in a Recreation Centre an asset
- Excellent computer skills
- A clear Vulnerable Sector Check
- Valid First Aid/CPR-Level C (Red Cross preferred)

**Wage: \$20.80 /hour**

To apply please submit your cover letter and resume to:

[jaime.slack@bgchh.com](mailto:jaime.slack@bgchh.com)

*BGC Hamilton-Halton is committed to providing an inclusive workplace that embraces diversity and values differences. We encourage applications from all equity diverse candidates. Please indicate if you require assistance and/or accommodation with the application process. Only those selected for an interview will be contacted.*

To learn more about BGC Hamilton-Halton please visit [www.bgchh.com](http://www.bgchh.com)