

**Administrative Assistant  
(Full Time)**

**Competition # 26-09 ADMINASST**

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*Every shift at BGC Hamilton-Halton has the power to shape a future, both for a child and for you.*

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.

*At BGC Hamilton-Halton, your day-to-day efforts spark lifelong impact. We're looking for caring, committed individuals ready to step into meaningful roles that make a difference—for kids, and for themselves.*

**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 children, parents and external stakeholders on programs, including schedules, locations, registration, start dates, and availability
- Provide administrative support to the Club's programs and management team by assisting with tasks as assigned by Supervisors, Directors and others members of management
- Answers reception-directed phone calls, responds to front desk e-mails, and oversees deliveries and mail
- Process membership and program registration requests
- Process financial transactions, including cash handling, credit and debit transactions accurately
- Demonstrate initiative by maintaining an up-to-date knowledge of program offerings
- Monitor inventory of office and cleaning supplies and place orders from suppliers
- Schedule and coordinate facility rentals in accordance with schedules and policy

*Ready to take the shift that shapes futures?*

**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
- Strong organizational skills, attention to detail, and proficiency in office software
- Excellent communication skills, demonstrated empathy, approachability and an understanding of others abilities are essential for success in this role
- Clear Vulnerable Sector Check
- Valid First Aid/CPR Level C (Red Cross preferred)

*Apply today and make your shift count!*

**Starting Wage: \$40,560 annually**

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)