



ADMINISTRATIVE SUPPORT STAFF

Bilingual, Permanent Full-Time Position 35 hours per week Sudbury

Guided by our values, Child & Community Resources' vision is to connect and engage in quality experiences every day. We strive to make a meaningful difference to those we support by building relationships, empowering others, promoting wellbeing, and supporting lifelong learning.

You will be joining an Administrative Support Team to support Child & Community Resources by providing direct administrative and office management support in all day-to-day activities. You hold a diploma or degree in business administration, secretarial studies, office administration or administrative assistant. You have a minimum of two (2) years' relevant work experience along with advanced proficiency with Microsoft Office. You have proven ability to provide excellent customer service, while maintaining confidentiality, attention to detail, ability to multi-task, and to prioritize a diverse workload with limited supervision.

Bilingualism is mandatory for this position. You are an effective communicator with keen attention to detail and satisfactory grammar skills in both official languages.

Kindly note: Proof of a Health Canada approved COVID-19 vaccination series is required to be considered for this position.

Please apply in writing, by **June 30th, 2022**, to:

Human Resources Department
Child & Community Resources
662 Falconbridge Road, Sudbury, ON P3A 4S4
fax: (705) 525-0068 **e-mail:** careers@ccrconnect.ca

MS Word or PDF only, please. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Child & Community Resources is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please contact the HR department.