

JOB OPPORTUNITY

Human Resources Department

POSITION: SECRETARY II

REGION: Etobicoke

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

Minimum High School Diploma with at least one year at the post-secondary school level in Secretarial and Computer Sciences. Two to three years of office experience preferred. Knowledge of Microsoft Office Suite with proficiency in Word and Excel; experience with Primus telephone system preferred. Must possess excellent verbal, written communication, initiative and organizational skills, with the ability to work independently.

JOB SUMMARY:

The position will provide secretarial support to the regional staff and programs.

RESPONSIBILITIES:

Reporting to the Administrative Assistant, responsibilities include:

- Typing, filing, sorting/opening mail, correspondence and telephone answering.
- Processing of financial transactions.
- Inputting and maintaining data on the computer.
- Recording meeting minutes.

HOURS OF WORK: 37.5 hours per week

**TO APPLY:
SEND YOUR COVER LETTER AND RESUME TO:**

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E17-218

When required, accommodations for disabilities will be provided, on request.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.