

Position:	Administrative Support/Reception, Community Integrated Services Centre	Hours:	35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.)
File No.:	FACSFLA-2223-21	Number of Positions:	1
Employment Type:	Temporary Full-time (12-month contract)	Location:	Kingston Community Health Centres, 263 Weller Avenue, Kingston, ON
Date Posted:	June 21, 2022	Closing Date:	July 04, 2022

Position Summary:

Performs administrative and office support activities for Community Integration Services Centre. Duties include fielding telephone calls, word processing, filing, scanning, faxing, meeting coordination, paying invoices and receiving and directing visitors, workers and service recipients. Extensive software skills are required, as well as strong communication skills.

Required Qualifications:

- Community College Diploma in Office Administration or related experience
- Advanced skills in Windows environment and Microsoft Office Suite especially MS Word, Excel and PowerPoint
- Excellent organization and writing skills
- Ability to listen well and record accurately and apply the knowledge of appropriate telephone etiquette
- Advanced in working with electronic mail and calendar software
- Ability to work in a team environment
- Three to five years' experience in full range of clerical and administrative duties
- Advanced in agenda preparation, minute taking and completion
- Valid driver's license
- Police Vulnerable Sector Check (required upon hire)

Preferred Qualifications:

- Knowledge of child welfare would be an asset
- Proficiency in the French language is an asset (candidates will be assessed)

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: recruitment@facsfla.ca Interested and qualified applicants are invited to apply in writing by July 04, 2022.
 - Please include the competition number and the title of the position in the subject line of the email.
 - Please submit cover letter and resume as single attachment.
 - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. We strongly encourage applications from all qualified individuals from equity seeking groups including but not limited to African Canadian, Indigenous, people with disabilities, LGBTQ2S+ communities to apply. The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca.

FACSFLA is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) [<https://www.facsfla.ca/about/accessibility>] and the Ontario Human Rights Code.

While we appreciate all applications, only those selected for an interview will be contacted. We thank all applicants for their interest in FACSFLA and for applying.