Ontario Federation of Indigenous Friendship Centres

JOB POSTING

Administrative Assistant

The OFIFC is an award winning leader in culture-based management providing innovative research, policy, training and community development to 28 Friendship Centres and other urban Indigenous service providers across Ontario. Located in downtown Toronto, the OFIFC engages all levels of government and mainstream agencies.

OFIFC is a purpose-driven organisation which offers unique and challenging work. A rewarding and enriching career awaits if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

Responsibilities:
To provide administrative, clerical and reception support, as well as fulfill a wide range of office administration duties to ensure efficient day-to-day office operations. A job description is attached.

Qualifications:
- Awareness of Indigenous culture;
- Outstanding organisational skills (includes time, space and task management);
- Excellent communication skills (including listening, oral, written and telephone/email);
- High proficiency in Microsoft Office Suite (Word, Excel, Access, Outlook, etc.);
- Proficiency with office equipment (computer, fax, photocopier, scanner, etc.);
- Adaptability;
- Interpersonal Skills;
- Service Delivery;
- Proactive / Takes Initiative;
- Judgement;
- Team Player;
- High school diploma/GED;
- 3 – 5 years’ of administrative experience;
- Post-secondary education in office administration or a related discipline desirable;
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer.

Contact Information:
If you are interested in qualifying in this role that offers an exceptional compensation package, please send your resume and cover letter to:

Ontario Federation of Indigenous Friendship Centres
219 Front Street East, Toronto, ON M5A 1E8
Website: www.ofifc.org
Human Resources
416.956.7575
Email: hr@ofifc.org

Date Posted: 1/6/2021
Posting Deadline: Until Filled

Only those selected for an interview will be contacted