

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House and Neighbourhood Link Support Services.

**JOB OPPORTUNITY
Part-Time Clerk**

Job #N2018-04

GENERAL DESCRIPTION: This position will assist with the preparation for meetings, provide reception backup, file, prepare notices and other documents, maintain office supplies, distribute material, and operate office equipment.

Scheduled hours of work will not exceed 25 hours per week and may include evening and weekends.

MAJOR DUTIES:

- Assist in the organization of various meetings.
- Develop and maintain photocopier codes, photocopier colour printing records and monthly readings, phone costing records and invoice usage for program expensing.
- Setup and distribute phone extensions and voicemail for new employees and students.
- Provide reception coverage as required.
- Coordinate the maintenance of office equipment as directed.
- Order and maintain office supplies inventory.
- Provide clerical and administrative support, including typing, mail-outs and courier, flyers, filing, distributing mail and faxes, electronic mail, Canada Post, etc.
- Maintain client confidentiality and adhere to Neighbourhood Link Support Services policies and procedures.
- Participate in team meetings, regular staff meetings, and a minimum of three agency events and/or fundraising activities annually.
- Perform other duties, appropriate to the position, as required.

REQUIREMENTS & QUALIFICATIONS:

- High school diploma or equivalent
- Minimum two years previous related experience in office administration and reception.
- Excellent organizational skills and the ability to handle multiple priorities and deadlines while maintaining meticulous attention to detail.
- Competence in the use of computer software, particularly MS Office, and internet applications.
- Competence in the use of office equipment, including but not limited to; phones, fax machines, photocopiers and shredders.
- Excellent oral and written English language skills.
- Demonstrated communication, interpersonal and teamwork skills, and the ability to maintain confidentiality.
- The physical strength and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling.
- Sensitivity and experience working with individuals from diverse, multi-cultural, economic backgrounds.
- The willingness and flexibility to alter work schedules and regular duties to accommodate the needs of clients, the department and/or the agency.
- Must be punctual and reliable (arriving at work on time consistently and prepared).
- Preparedness to experience occasional exposure to unsanitary conditions and contagious disease, as well as irate and abusive persons.

This is a brief summary. For a complete job description, please contact Human Resources.

Terms: Part time bargaining unit position, 25 hours per week.

Pay Rate: Level 1, Step 1 \$28,963.00 annually, prorated to the hours of work

Posting Date: February 5, 2018 Internal Closing: February 11, 2018 External Closing: February 14, 2018

**To apply, submit your resume and cover letter with "N2018-04," in the subject line of your email or fax to
Human Resources, Neighbourhood Link Support Services, 3036 Danforth Ave, ON M4C 1N2**

E-mail: tcandido@neighbourhoodlink.org Fax: 416-691-8466

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.

