



Community Living St. Marys & Area

Job Posting-Administrative Assistant-Part Time, 12 hrs/week

Posted: Feb 12, 2021

We are seeking a Part Time Administrative Assistant to work Monday and Wednesday mornings to work out of our Central Administrative Office in St. Marys

Job Responsibilities	Experience/Education Requirements
<ul style="list-style-type: none"> ● Process bi-weekly payroll ● Create payroll profiles for all new employees as advised by HR ● Maintain employee profiles, ensuring that they are up to date ● Ensure all changes are made accurately and in time for affected pay periods ● Follow payroll procedures for terminated employees ● Issue ROEs ● Enter, check and process accounts payable ● Pick and deliver agency mail weekly ● Audit employee files ● Adhere to all policies and follow established procedures ● Participate in required meetings providing input and recommendations ● Perform other administrative duties as assigned 	<ul style="list-style-type: none"> ● Certification in payroll, accounting or business would be preferred ● Computer literacy, including effective working skills of MS Word, Excel, and email required ● Must be able to lift 20 lbs ● Clear written and verbal communications ● Excellent attention to detail ● Good time management and organizational skills ● Reliability and professionalism with proven track record ● Able to deal with people sensitively, tactfully, diplomatically and professionally at all times ● Current (within 6 months) Vulnerable Sector check

How do I apply for this great opportunity?

Apply with your cover letter and resume by Feb 22, 2021, 12pm, to the Hiring Committee by email: hrclsma@clstmarys.ca.

We thank all applicants, however, only those selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, Community Living St. Marys & Area will make every effort to accommodate applicants with disabilities in its recruitment process.

**While transcripts are not required for the interview, they are mandatory prior to an offer of employment.*