
**CATHOLIC CENTRE FOR IMMIGRANTS
CENTRE CATHOLIQUE POUR IMMIGRANTS**

JOB POSTING

Intake/Administrative Assistant

The staff member in this position provides the intake services and administrative support necessary for the smooth operation at the Centre's residential services (Reception House). The ideal candidate will understand and support CCI's mission, possess excellent interpersonal skills; organizational capabilities and a keen eye for detail.

This position reports to: Manager
Starting Date : December, 2018
Employment status : Full-time (35hrs/week). Term position 1 year.
Salary Rate : \$21.42.

Main Responsibilities:

- Perform general office duties including answer all incoming phone calls, filing, reception, meeting arrangements and maintenance & input of database.
- Update arrivals and departures on daily basis.
- Maintain accurate service records and program documentation.
- Prepare monthly billings and reports as required by the manager.
- Prepare rooms for clients.
- Provide clients with initial orientation to programs and services available.
- Intake & initial needs assessment of the clients and assist them with applications, referrals and appointments.

Key Qualifications:

- High school graduations diploma or equivalent with a minimum of 2 years' experience
- Excellent telephone manner and interpersonal skills
- Excellent organizational skills and ability to balance competing work demands.
- Ability to perform duties independently or with little supervision.
- Ability to deal with confidential material and matters.
- Ability to function in a multidisciplinary, culturally diverse workplace.
- Fluency in **English and French** is essential; other languages are an asset
- Proficiency and experience working in a computerized environment
- A Clear Police Reference Check for Vulnerable Sector
- **Due to operational requirements, only female candidates may be considered for this position.**

To apply: Please forward your Resume and Cover letter to the email address below to the attention of the Hiring Committee by **October 26th, 2018 at 5p.m.**

Please quote the job title in the Subject line of your email

E-mail: jobs@cciottawa.ca