



MILLS
COMMUNITY SUPPORT

Program Administrative Assistant Part Time 60 Hours Bi-Weekly

Mills Community Support is a non-government, non-profit organization that provides multiple services through its 100 volunteers and 145 employees. We are a community partner creating stability and belonging for people we support; peace of mind for their families; and connections within communities. For more information visit our website at <http://themills.on.ca>

The Program Administrative Assistant provides a variety of administrative services for the Community Supports and Services Program teams. Reporting to the Leader of Planning and Support Coordination, this position is responsible for managing the day-to-day filing, invoice/expense verification, financial coding as well as data entry into multiple software systems. This position also maintains employee orientation and training files.

Main Duties:

- Managing the day-to-day administrative services as directed by the Leader, Planning and Support Coordination;
- Data entry related to care plans, employee training, client updates and other related materials;
- Maintain WSIB files and initiate follow up for each file until completed;
- Verifying, reviewing, financial coding and signing off routine program invoices;
- Initiating maintenance work orders and following up on completion;

Job Description available upon request.

Qualifications: Administrative degree or other related courses with two years' experience in similar position.

Core Skills:

- Excellent computer and office equipment skills;
- Good communication skills;
- Good knowledge of programs and services;
- Excellent customer relations skills;
- Has the ability to work as a team or independently, as required; and
- Proven office administration skills and abilities.

Please submit a cover letter indicating why you are interested in this position and your resume to info@themills.on.ca by May 25, 2017 4 pm.

We are sorry, but only those selected for an interview will be contacted.
Mills Community Support Corporation is an equal opportunity employer.