



# Office Assistant Needed!

## Permanent Full-time opportunity

Reporting to our Program Coordinator, the Office Assistant will provide efficient and accurate administrative support for all our programs. We are a small team of individuals who are passionate about community programming (hot & frozen meals, transportation services, seniors' luncheons and fitness classes, etc.) and as the Office Assistant you will help to keep our clerical and administrative processing flowing smoothly!

### A sampling of what you will do as the Office Assistant:

- Answer phones/inquiries regarding Transportation/Hot & Frozen Meals/Seniors Luncheons/SOYF Programs.
- Coordinate all client transportation, speaking with clients/caseworkers and booking rides with volunteer drivers and for the wheelchair van.
- Coordination, verification, and maintenance of all regular monthly client transportation.
- Complete order forms and pack frozen meals for delivery to clients, or pick-up.
- Preparation and sending of list for Eastholme kitchen staff to prepare Powassan Hot MOW.
- Work with the Assistant Coordinator on various tasks such as unpacking and organizing of frozen meal orders, processing of client invoices, entering mileage and hours from Driver trip sheets, mailing out of payable cheques, providing various data and tracking sheets, etc.
- Record daily temperatures of all office freezers and complete inventory/reconciliation of frozen meals, as necessary – may include in-person/physical counts at varying CSSP locations.
- Responsible for the ordering of frozen meals for all areas.
- Clean the Upright Freezers and the chest freezers as per the schedule.
- Maintain attendance sheets for various programs.
- Cash handling including counting/balancing of the cash float.
- Prepare and send letters and other documentation/correspondence for various matters.
- Records management duties.
- Attend meetings and tradeshow as required - either alone or with other staff.
- Complete Senior Luncheon Visitation annually with the Assistant Coordinator.
- Perform other duties as assigned.

### What You Will Bring to Us:

- Minimum of Grade 12 education, with a minimum of two (2) years of comparable administrative support experience.
- Good communication skills and we need for you to present with a friendly and courteous demeanour.
- Proven ability to follow an established work procedure/schedule and complete all assigned tasks within the timelines as set out, with minimal supervision.
- Geographical knowledge of (or aptitude to learn) the East Parry Sound and surrounding areas to enable effective coordination of services.
- Proficiency with a variety of computer programs including Microsoft Office.
- Satisfactory criminal record check upon hire and sign an annual offence declaration every year thereafter.
- Must be willing to obtain any, and all, vaccinations that may be mandated by the MOHLTC.
- Minimum of a class "G" Driver's licence – with ability to provide proof upon request that the license has not been revoked, suspended, terminated.

***The detailed job description is available on the Eastholme Careers page***

### What We Offer to You:

- Competitive wages – \$20.54 per hour
- Health Benefits, Paid vacation, OMERS pension plan

Please submit your resume to:

[lprice@eastholme.ca](mailto:lprice@eastholme.ca)

We thank everyone for their interest in joining our team! Once we review your resume, if you have the qualifications we require for this job, we will be in touch to schedule an interview.

Posting Closes: **Friday, March 14, 2025 @ 12:00 NOON**

---

CSSP is a community program administered by the Board of Management for Eastholme, Home for the Aged that delivers Meals-on-Wheels, transportation services, seniors' luncheons, and fitness classes throughout the East District of Parry Sound.

CSSP and Eastholme are equal opportunity employers, and we value diversity in our workforce. We encourage applications from all qualified individuals. We are also AODA compliant and should you require accommodation in the hiring process, please do not hesitate to let us know - accommodations may be provided in all steps of the hiring process.