

## Administrative Assistant, 1 position

<b>Job Title:</b>	Administrative Assistant
<b>Reports To:</b>	Office Manager
<b>Location:</b>	300 Milroy Drive, Peterborough
<b>Status:</b>	Seasonal (8 weeks), 35 hours per week
<b>Salary:</b>	\$17/hour

### Overview

Want a full-time summer job that gives you your evenings and weekends off? Keep reading.

Habitat for Humanity Peterborough & Kawartha Region is hiring for an Administrative Assistant to work in the main office at 300 Milroy Drive in Peterborough. **The position will be full-time for 8 weeks (35 hours/week).**

In this role, you will have a chance to give back to your community by working for a not-for-profit organization that raises funds to support the building of safe, decent, and affordable homes in your community.

You will provide support for day-to-day administration including customer service, data entry, logistics, and operations. The Administrative Assistant will gain experience working in all of Habitat PKR's departments including administration, homeownership, donor services, procurement, ReStore, etc.

### The Role

- Represent Habitat PKR in a professional, courteous, and positive manner
- Responsible for providing administrative support to various departments in our main office including homeownership, procurement, donor services, administration, etc.
- Respond to any general inquiries including telephone calls, emails, etc.
- Ensure visitors/inquiries are greeted and directed to the appropriate resource in a friendly, positive, and timely manner
- Responsible for mail coordination including pick-up and drop off
- Prepare general correspondence, spreadsheets, letters, reports, memos, forms, etc.
- Manage filing systems, ensuring accuracy, security, and confidentiality
- Assist with entering/tracking data in a volunteer database, maintaining product tracking logs, creating donor letters, etc.
- Order supplies, receive and maintain an inventory of required supplies
- Collaborate with teams to organize logistics for special projects/events
- Maintain health and safety and safeguarding standards

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### What You Bring

- Upbeat can-do attitude and strong work ethic
- Excellent customer service skills
- Organized, with strong attention to detail and ability to multi-task
- Able to always maintain confidentiality
- Empathy, understanding, and diplomacy as it relates to working with members of diverse communities
- Post-secondary education
- Computer skills with experience in MS Office Suite programs
- Strong verbal and written communication skills
- Able to work both independently and within a team
- Friendly and outgoing
- Received a minimum of two COVID-19 vaccines
- Acceptable Police Records Check
- Support and endorse the Habitat PKR mission

**This position is funded by the Government of Canada through the Canada Summer Jobs Program, and thus candidates must meet the following eligibility criteria:**

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and,
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

### How To Apply

Interested candidates are asked to forward their resume and cover letter to [hr@habitatpkr.ca](mailto:hr@habitatpkr.ca) as soon as possible stating the job title in the subject line.

Habitat for Humanity Peterborough & Kawartha Region is an inclusive employer and is seeking someone who is willing to contribute to a larger mission. Only candidates selected for an interview will be contacted.