



COMMUNITY LIVING

North Bay

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INTÉGRATION COMMUNAUTAIRE

North Bay

## BILINGUAL ADMINISTRATIVE ASSISTANT

**OPEN: July 26th**

**CLOSES: Aug. 2nd**

**FILE#: NB-24-0007**

Our admin team is a piece of the supportive force behind delivering quality services to our community. We are currently seeking someone exceptional to join our administrative team.

### YOUR OPPORTUNITY

The EarlyON Child and Family Centres (CFCs) are places where children and families can learn, grow, and connect. Our planned learning environment will encourage children to become curious as they explore and build on their strengths. We offer a variety of parent-child activities, programs, workshops, information on healthy child development, and community resources. Learn more about EarlyON here: [EARLYON - Home \(earlyoncfc.org\)](http://earlyoncfc.org)

You will report to the Manager – EarlyON providing administrative support to this program.

### ARE YOU THE RIGHT PERSON?

- You have diverse and transferable skills that include a diploma or certificate in Office Administration or a Business-related field of study
- You have experience working in a busy office setting
- You are a problem solver with exceptional communication skills and impeccable attention to detail
- You are proficient with computers and software like the Microsoft Office Suite.
- You are a planner and are exceptionally organized.
- You are bilingual (French/English)
- You have a valid Ontario Driver's License
- Access to a reliable vehicle
- Vulnerable Sector Non-Criminal Check

### NICE TO HAVES BUT NOT REQUIRED (WE WILL TRAIN YOU)

- Standard First-Aid
- WHMIS

### EXTRA NICE TO HAVE!

- Some experience with basic graphic design, social media or experience with Weebly

**SALARY PAYGRID:** \$53,020.50 - \$57,330.00 plus benefits and pension.

**SCHEDULE:** 37.5-hour work week - Monday to Friday 8:30AM to 4:30PM with flexibility for occasional evenings and weekends.

**Apply Now on Indeed!**

*Community Living North Bay is committed to creating a culture of equity, diversity and inclusion across our organization. Community Living North Bay offers accommodation for applicants with disabilities in its recruitment processes. Should you require accommodations we will work with you to meet your needs.*

We thank those who apply and advise that only those who are chosen for an interview will receive a reply.