



## Job Posting: Administrative Support

**Position Type:** Full-time, contract for 28 months (funding based)  
**Date Posted:** November 29, 2021  
**Application Deadline:** December 10, 2021

The Regional Diversity Roundtable (RDR) is a charitable not-for-profit with organizational membership. This network is committed to building inclusion and diversity competence that results in the institutionalization of equity in members' core values, structures, workforce, policies, and services.

RDR is seeking an Administrative Support through *Building Inclusive Practices and Developing ARAO-DEI Program* to maintain filing systems, databases, assist with communication, planning, organization and reports for routine tasks. The Assistant will provide documentation for RDR projects, activities and events over the course of the project.

### Responsibilities:

Under RDR leadership, the Admin Support will:

- Manage data and information
- Handle correspondence effectively
- Maintain forms and other documents
- Schedule and confirm appointments, events, activities
- Manage reception, service calls and referrals
- Support and execute office procedures and routines
- Order office supplies and maintain inventory
- Manage itineraries, follow up on tasks and calendars
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
  - Operating Systems and Software, Google Docs, One Drive
  - Business Equipment and Computer Applications
  - MS Excel; MS Word; MS Office

### Qualifications:

The Admin Support will be reliable and energetic self-starter with the following:



- High school diploma or general education degree (GED) required. An Associate's degree in Business Administration is preferred.
- 2-3 years of clerical, secretarial, or office management experience
- Proficient computer skills, including Microsoft Office
- Strong verbal and written communication skills
- Comfortable with routinely shifting demands
- High degree of attention to detail
- Data entry experience is an asset
- Working knowledge of general office equipment
- Efficiency, organization and multitasking would be required
- Customer centered individual
- Understanding of diversity, equity and inclusion framework

Currently based in Mississauga, the Admin Support is expected to travel across the GTA from time to time. Candidates must have access to a vehicle; have valid insurance and a valid class G driver's license. Salary and remuneration is based on education and experience.

**To apply:**

Interested applications email cover letter and resume titled: "Application: Admin Support" by December 10, 2021, 5:00 p.m. to:

Attn: Hiring Committee, E-mail: [chair@regionaldiversityroundtable.org](mailto:chair@regionaldiversityroundtable.org)

The Regional Diversity Roundtable (RDR) is committed to equitable hiring practices. RDR will make reasonable accommodation, based on any of the human rights protected grounds, to support candidates.

Thank you in advance for your interest. Only candidates selected for an interview will be contacted