



Haldimand-Norfolk
REACH

supporting children, families, communities

Haldimand-Norfolk REACH is a multi-service agency, providing Autism & Behaviour Services, Children's Mental Health Services, Developmental Services, Youth Services, Family Services, and several Early Learning Intervention & Care services including EarlyON Child & Family Centres and the Community Action Program for Children.

H-N REACH serves as the Lead Agency for Haldimand Norfolk Children's Mental Health Services, Coordinated Service Planning and the Student Nutrition Program in the Hamilton/Niagara Region. Through our Contact Unit, the agency serves as the single point of access for a variety of children's services.

H-N REACH is recognized as a local leader in community education, advocacy, inter-sector collaboration and Community Service Planning.

ADMINISTRATIVE ASSISTANT--RECEPTION

Ref. #: 2022-60

Full-time, Permanent, Salaried

Responsibilities:

The Administrative Assistant is accountable to provide direct customer service and telephone duties at reception and perform other administrative duties as assigned to support multiple Agency programs.

Qualifications:

- Post-secondary Certificate/Diploma in Office Administration and/or equivalent experience
- Administrative & customer/client service experience
- Excellent written & oral communication skills
- Excellent attention to detail & organizational skills
- Demonstrated expertise with Microsoft Office Programs
- Criminal & Judicial Matters and Vulnerable Sector Record Check, Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million liability insurance, clear drivers abstract and use of a vehicle.

Please submit a cover letter (citing the reference # above) & resume by email to jobs@hnreach.on.ca by November 28th, 2022 to:

Lynn Tessaro, Human Resources Manager

Haldimand-Norfolk REACH

101A Nanticoke Creek Parkway, Townsend, ON, N0A 1S0

Website: www.hnreach.on.ca

Only those selected for an interview will be contacted

Please contact us if you require accommodation

A United Way member Agency