



Haldimand-Norfolk  
**REACH**

*supporting children, families, communities*

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**ADMINISTRATIVE ASSISTANT—RECEPTION Ref. #48**

*Part-time, Temporary, Hourly*

**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 required
- Valid driver's license, clear driver's abstract, \$2 million vehicle liability insurance, and use of a vehicle required.

**Please submit a cover letter (citing the reference # above) & resume by email to [jobs@hnreach.on.ca](mailto:jobs@hnreach.on.ca) by December 17<sup>th</sup>, 2018 to:**

Lynn Tessaro, Human Resources Manager

**Haldimand-Norfolk REACH**

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

**Website:** [www.hnreach.on.ca](http://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*