

Job Posting

Human Concern International (HCI) is a registered Canadian charity working to change our world by alleviating suffering and tackling poverty. Established in 1979, HCI's development projects have helped communities become more self-sufficient and the emergency assistance has helped families and communities survive during hardships. We work across the globe with regional offices and local partners.

We are looking for a successful and enthusiastic Admin Assistant who will ensure the smooth running of our Ottawa office and contribute to driving sustainable growth. The successful candidate will undertake administrative tasks, ensuring the rest of the staff in the office have adequate support to work efficiently.

The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.

Position Title: Admin Assistant

Reporting To: Regional Manager, Fund Development

Location: Ottawa, ON

Terms: Part time – 20 hours per week

Deadline to Apply: On going until a suitable candidate is found

Key Duties and Responsibilities

- Coordinate office operations to secure efficiency and compliance to company policies
- Manage agendas/travel arrangements/appointments etc. for events and activities related to the head office
- Payment of monthly office recurring bills and update of office credit card statement
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with donor data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Maintain HR documents and update employee information on ADP as required
- Assist colleagues whenever necessary

Qualifications, Skills and Experience

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office
- Qualifications in secretarial studies will be an advantage
- High school diploma; BSc/BA in office administration or relevant field is preferred
- Experience with Raiser's Edge is preferred

Travel, evening and weekend work will be expected for events and conferences.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading 'Admin Assistant Application'.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.