**Volunteer Position- Administrative Assistant**

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| **Position:** | Administrative Assistant |
| **Description:** | Gifted People Service is a not-for-profit, volunteer-based, community organization providing compassionate care to individuals with special needs and their families.  We are seeking Administrative Assistant for Monday to Friday to help out the daily office duties |
| **Activity Type:** | Office support, answer phones, prepare documents, update database |
| **Group Served:** | Children with Special Needs |
| **Address:** | 511 McNicoll Ave, Room 204 |
| **Nearest Intersection:** | Victoria Park Ave. & McNicoll Ave. |

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| **Duration:** | Minimum 3 months |
| **Days of the week:** | Monday to Friday |
| **Time of day:** | Morning or Afternoon; |
| **Time Details:** | 9:30 a.m. to 1:30 p.m. or 1:30 p.m. to 5:30 p.m. |
| **Time of year:** | Year Round; |
| **# Needed:** | 1 |
| **Minimum Age:** | 18 |
| **Skills Required:** | - Good customer services skills  - Proficient computer skills in MS Word, Excel, Access, Internet and Email  - Ability to answer phones, prepare documents and make appointments - Ability to maintain Confidentiality - Ability to work as an independent team member - Committed, friendly, punctual and reliable |
| **Required Languages** | English |
| **Languages Comments:** | Chinese is an asset |
| **Organization:** | Gifted People Services |
| **Contact Name:** | Kacper Nowacki |
| **Contact Title:** | Volunteer Coordinator |
| **Phone Number:** | 647-699-8416 |
| **Contact Email:** | volunteer@giftedpeople.ca |