



Job Opportunity (Full-time) **Receptionist – Administrative Assistant**

Moncton Headstart has been addressing the barriers that make it difficult for children with disadvantages to succeed in school since 1974. As a registered Canadian charity providing high quality, evidence-based, early child, and family intervention services, we work with children from 2-5 yrs. of age and their families to improve future outcomes.

JOB SUMMARY

The successful candidate provides reception with some administrative support to the Executive Director, while overseeing the day-to-day management from the duties of reception.

RESPONSIBILITIES

- Act as Headstart's Front of Office person with exceptional interpersonal skills, responding consistently with integrity, tact, and empathy.
- Deal with all telephone, email inquiries including greeting parents and public in an efficient manner; must be available to answer the phones from 8-12pm – 1-2pm
- Oversee daily interaction with clients & guests, managing special requests as needed.
- Process mail, invoices, payments, expense reports and timesheets in accordance with routine office policies and procedures.
- Handling donations, managing donor database, and working with accounting weekly
- Maintain office supplies, inventory, arranging for servicing of office equipment and /or building services as needed.
- Maintain a record-keeping system for both physical and electronic files.

SKILLS REQUIRED:

- Experience in a similar position with social services, non-profit, charitable sector and/or client focused business
- Ability to deal with customers (internal external) in a professional manner.
- Client service sensitivity and confidentiality
- Writing and editing skills, drafting responses and other documents.
- Social media savvy, creative, able to support regular PR initiatives.
- Ability to prioritize tasks and responsibilities while meeting deadlines.
- Ease of working effectively with the public, colleagues, and peers.
- Meticulous attention to detail and able to work independently.
- Active listening, open mindedness, flexible, creative, kind
- Bilingualism an asset, fluent written and spoken English.

EDUCATION AND EXPERIENCE

- Recognized secretarial, office or administrative background, with proven client service experience.
- Three to five years' experience in an office environment with similar responsibilities in the non-profit, social services and/or charitable sector preferred.
- Proficiency in Microsoft Office, Outlook, Word, Excel, and PowerPoint. Canva, Social media FB, Instagram, etc.

Headstart offers competitive compensation, benefits (health and dental, matching RRSP), summer Fridays, and the joy of working with an experienced group of people committed to helping children and families thrive.

To apply, please send your cover letter and resume to office@monctonheadstart.com

We thank all applicants. However, only short listed candidates will be contacted.