



ADMINISTRATIVE ASSISTANT

Our Kids Count empowers individuals to build stronger families and inclusive communities by enhancing people's lives through personal growth and development.

As part of the OKC team, the Administrative Assistant will:

- Ensure the efficient day-to-day operation of the office, and support the work of management and other staff.
- Answer general phone inquiries using a professional and courteous manner
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents, brochures and calendars
- Provide daily access to participants for our food cupboard
- OKC involves families in all aspects of program planning, implementation and evaluation.

A more detailed job description is available at the main office or on our website www.ourkidscount.ca

Please submit your letter of application with two references to Gladys Berringer, ED. at
Our Kids Count, 704 McKenzie Street, Thunder Bay, ON P87C 3L4

Phone: 623-0292 EXT. 224 Fax: 623-1530 Email: gladys@ourkidscount.ca

**CLOSING DATE: Friday January 18th, 2019
4:00 p.m.**