



## BILINGUAL OFFICE ADMINISTRATOR

Centre Pivot du Triangle magique (CPTM), Sudbury's largest child care agency, is seeking qualified candidates for the position of **Office Administrator** to join their administrative team at the Hanmer head office location.

**Please submit a CV and two (2) cover letters (one in French and one in English) outlining your skills, qualifications and the specific experiences that make you an ideal candidate for the position.**

### Roles and Responsibilities

- Daily administrative tasks such as data entry, filing, mail
- Draft documents for review, including correspondence, memoranda, and reports
- Proofread text with detailed attention to spelling, grammar, punctuation, style, tone and consistency
- Maintain an organized paper and electronic filing system with the ability to retrieve information efficiently
- Assist with Accounts Payable / Accounts Receivable / Payroll / Human Resources tasks as required (deposits/banking, credit card processing, bi-weekly timesheet verification, monthly VISA statement reconciliation, prepare employee packages for benefits and pension enrollment, etc.)
- Administrative support for Finance Manager, Program Managers and Executive Director
- Assist in ensuring adherence to all corporate policies, procedures and financial controls.

### Skills and Qualifications

- MUST be Bilingual
- Excellent written and oral skills in both French and English (aptitude testing may be required)
- Excellent writing, editing, and proofreading skills (aptitude testing may be required)
- Advanced proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook) (aptitude testing may be required)
- Ability to work independently with minimal direction and function effectively in a busy environment
- Strong time management and multi-tasking skills with the ability to prioritize tasks/projects and meet strict deadlines
- Detail-oriented with outstanding organizational skills
- Excellent inter-personal skills to deal with Administrative team members, Team Leaders, employees, clients, vendors, and CPTM families
- Ability to collaborate in a team-oriented environment
- Integrity and discretion to ensure the confidentiality of sensitive data
- Must be flexible to evolve with this newly created position (willing to accept new tasks, take on new challenges, learn new processes, work varied hours according to project deadlines, travel off-site to various centres to provide support as needed)
- Minimum 2 yrs administrative experience
- Other skill sets that are value-added assets to the position:
  - Knowledge of QuickBooks or similar accounting software
  - Experience in or knowledge of child care environment
  - Post-secondary diploma in Business Administration, Payroll Administration, or Human Resources
  - Valid driver's licence and a reliable vehicle to travel to various sites in the Sudbury area

### Benefits of working for CPTM

- CPTM is the largest child care agency in the City of Greater Sudbury and offers a stable career opportunity with potential for growth for the ideal candidate
- The successful candidate will join our Administrative team at CPTM's head office located at the Magical Nook site at 4120 Elmview Drive, Hanmer ON
- Permanent Full-time position Monday-Friday (30-37.5 hrs per week, may vary with weekly tasks and projects)
- Competitive wage
- Comprehensive Enhanced Benefits and Pension package
- Child care discounts for employees
- Professional Development training opportunities

### How to Apply

- Email your CV to: [careers@cptm.ca](mailto:careers@cptm.ca) (CVs will be accepted **via email only**)
- Attach two (2) cover letters, one in French and one in English
- Deadline to apply for this position is **12:00pm on June 19, 2019**

CPTM is committed to offering an inclusive, barrier-free work environment. Candidates who require accommodation at any stage of the selection process must advise the HR department upon initial contact to request these arrangements.

We thank all applicants in advance for their interest in pursuing a career with CPTM, however, we will only be in contact with those who are selected for the interview process.