

Administrative Assistant, SSVP - National Council of Canada, Part-Time

Founded in 1833 in Paris, the Society of Saint Vincent de Paul (SSVP) is an international lay organization, united in the mission to serve persons in need. In Canada alone, the SSVP helps more than 300,000 people each year. The Society provides material support in the form of non-perishable food, clothes, household items and furniture to individuals and families across the country. Whether in their homes, on the street, in shelters, in hospitals or in prison, the work knows no boundaries. The Society also provides assistance to refugees, immigrants, and northern communities.

The founding activity, still practiced today, is the Home Visit. Through these visits, our members, known as Vincentians, establish personal relationships with persons in need by offering material assistance, as well as friendship and understanding.

Position Description

The position contributes to the effective administration of the Society of Saint Vincent de Paul National Council of Canada office.

Receptionist Duties

- Responds to telephone or email requests/questions in a professional and courteous manner. As needed, directs requests to a member of the Executive Committee or the Board, or a Conference.
- Responds to requests for information, or any type of question, on an ad hoc basis.

Boutique duties

- Performs tasks related to the receipt of orders, received by mail or electronically
- Creates/edits and electronically formats invoices, memos, letters, and receipts, etc., as required
- Maintains inventory of promotional items; researches best prices; maintains inventory in electronic files.
- Processes orders, prepares invoices for same and keeps promotional item catalog up to date.

The Ideal Candidate

Qualifications

- High school diploma or business school diploma.
- At least 2 years experience in office management.
- Ability to use a variety of computer software (Microsoft, Excel, PowerPoint, Access, SAGE, etc.).
- Good verbal, written and telephone communication skills in English and French.
- Ability to work independently without direct day-to-day supervision.
- Ability to work collaboratively and communicate effectively with volunteers and external stakeholders.

Work Conditions

- Position: Part Time
- Hours of work: 8 to 10 hours per week
- Location: 2463 Innes Rd, Ottawa, Ontario

Submit resume to national@ssvp.ca

Only candidates chosen for an interview will be contacted.