

## Full-Time Permanent Executive Assistant

<b>LOCATION:</b>	<b>871 Dundas St., Woodstock, ON</b>
<b>START DATE:</b>	<b>April 2022</b>
<b>HOURS:</b>	35 hours per week
<b>RATE OF PAY:</b>	\$23.68 per hour to start, with increase after successful probationary period

### GOOD BEGINNINGS STRIVES TO BE YOUR EMPLOYER OF CHOICE!

Good Beginnings is a non-profit corporation with a Board of Directors comprised of parents/guardians and community representatives who are committed to providing high quality early learning and child care programs to the children and families of Oxford County since 1986. It is our mission to be a leader in the provision of quality child care programs, which are affordable and accessible to families in Woodstock and the surrounding communities, delivered by professional and caring Educators.

### WE OFFER

Positive and Impactful Work Environments • Health and Dental Benefits • Competitive Wages and Incremental Increases



Paid Vacation Days • Paid Personal Emergency Days • Discount Programs • Professional Learning & Career Development

We are seeking to fill this position with a reliable, friendly, energetic and engaged individual. The successful candidate will be required to possess the following qualifications:

- Post-secondary diploma in Office Administration, and/or experience in the field of Office/Business Administration
- Exceptional computer skills; proof of excellency in all Microsoft Office applications
- Exemplary language and communication skills
- Experience with a Non-Profit Organization would be considered a strong asset

### POSITION SUMMARY

Good Beginnings Day Nursery Woodstock Inc. is seeking to hire an exceptional individual to fulfill an Executive Assistant role. This individual will provide support for a variety of administrative tasks, which support the smooth and effective administrative operations of the organization.

The Executive Assistant will perform a diverse range of tasks including, but not limited to: supporting communications through creation of memos/documentation, data tracking, meeting preparation, and communication with staff and families. Under the direction of the Executive Director, the Executive Assistant will support various projects for the organization. They will observe and implement our policies and procedures, regulations under the Child Care and Early Years Act, and Confidentiality Agreement.

### ROLE REQUIREMENTS:

- Acquire and maintain a detailed knowledge of the company's policies, principles, and strategies, and keep up-to-date with relevant developments
- Exceptional customer service skills to understand various needs and expectations, with a desire to deliver helpful and reliable service to our staff, families, and child care community
- Excellent interpersonal and written communication skills to clearly express ideas in an objective manner, and adapt communication style to suit the situation and audience
- Demonstrated ability to take initiative, to work independently and follow through on work assignments to meet competing deadlines
- Assist with updating various webpages, social media platforms, etc.
- Provide support for technology including but not limited to company iPads, cell phones, etc.
- Ability to compile information to provide clear and concise messaging to staff, families, etc.
- Competency to maintain confidentiality and treat sensitive information with discretion
- Ability to follow formal business practices with high attention to detail
- Ability to multi-task and maintain an organized and effective personal work environment
- Adapt readily and effectively to changing priorities and demands
- Ability to learn and efficiently operate various in-house software programs and technology
- Current and satisfactory Police Record Check, acceptable to Good Beginnings
- Full duties of the job description will be provided at the time of the interview

Please submit your cover letter and resume to:

Julia Daly, Human Resources Coordinator - [hr@goodbeginningsday.com](mailto:hr@goodbeginningsday.com)

Closing Date: Posted Until Filled

Although we thank all applicants for their interest, only those selected for an interview will be contacted.

*Good Beginnings is an equal opportunity employer. We celebrate diversity, and are committed to creating an inclusive environment for all employees. We are dedicated to providing an inclusive and barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*