

Experienced Admin Support Staff

Position Summary:

London Family Court Clinic is looking for an experienced full-time admin support person to support program staff ensuring efficient service delivery; that reporting requirements are met; client data is managed accurately, respecting confidentiality, and handled professionally.

We require a dependable, reliable and trustworthy individual who will enjoy working in a fast-paced environment with the ability to prioritize tasks while maintaining a high attention to detail.

The successful applicant must be proficient with MS Office 365 programs (including Word, Excel, Outlook, Sharepoint and TEAMS) and have experience using a data management system and Adobe applications including electronic signature. Experience working in the social service industry an asset.

If you have a positive attitude and enjoy working with a professional team, we look forward to hearing from you.

Start Date: as soon as possible

Compensation Type: \$21.03 - \$24.14 hourly

Responsibilities include but are not limited to:

- Preparing client files and managing this data in database;
- Preparing legal documents for signing;
- Collecting collateral information for assessment reports;
- Formatting and distribution of reports to clients and/or court personnel;
- Maintaining client list across programs;
- Manage Team folders and chat groups;
- Gathering and preparing monthly and quarterly statistical reports and reconciliations for ministry reporting and for LFCC Board for all program demands;
- Attend program meetings and take minutes;
- Creating and maintaining forms for internal and external use and data collection;
- Responsible for file closure via database system and preparing any paper files for off-site storage;
- Respond to general enquiries and request for records;
- Provide general administrative and office support where necessary;

Experience and Qualifications:

- High school diploma (required)
- Post-secondary education (college or university) in administration, business, or a related field an asset
- Minimum 3-4 years of experience in an administrative role (required)
- Proficient in Microsoft Office 365 programs (including Word, Excel, Outlook and Sharepoint)
- Advanced in Adobe Acrobat and experience collecting electronic signatures
- Experienced in the use of case management data base;
- Ability to work under pressure and multi-task in a fast-paced environment
- Effective communications skills, both verbal and written,

- A quick learner with the ability to understand and perform duties effectively;
- Must have exceptional attention to detail;
- Excellent English in both verbal and written communication skills (Fluent in French and asset)
- High level of integrity, sense of accountability, and professionalism

Benefits:

- Extended health care, dental, life insurance, LTD
- On-site parking available
- Generous vacation, personal days and sick time benefits
- Pension plan

Schedule:

- 8 hour shift
- Monday to Friday 9:00 to 5:00
- Hybrid model

Apply by email to: Elizabeth.Lam@lfcc.on.ca with "Experienced Admin Support Staff" in the subject line (pdf or word documents only please). No phone calls please.

Inclusion and Equal Opportunity Employment

We encourage applications from persons of all backgrounds and abilities that feel they are a good match for this work. "Don't meet every single requirement? At LFCC we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles."