

**JOB POSTING  
ADMINISTRATIVE ASSISTANT  
YET KEEN SENIORS' DAY CENTRE PROGRAM  
PART TIME (16 HOURS PER WEEK)**

**Position Title:** Administrative Assistant (Maternity Leave)

**Job Classification:** Receptionist/Secretary Level 2

**Start Date:** September, 2010

**Department:** Community and Social Services,  
Yet Keen Seniors' Day Centre

**Location:** Bronson Centre, 211 Bronson Avenue

**Hours per week:** 16

**Description of Duties:**

- Register new members for programs and maintain membership records
- Prepare monthly program/activity sheets
- Maintain program documentation and encounter groups in Purkinje
- Answer telephone and respond to inquiries about Yet Keen program
- Set up and maintain filing and record keeping systems
- Maintain inventory of office and program supplies
- Maintain program petty cash
- Provide relief for Program Administrator as necessary

**Qualifications:**

- Grade 12
- Two to five years office experience, preferably in a community based setting

**Languages:**

- Written and spoken fluency in both English and Cantonese required
- Mandarin and other languages an asset

**Other Job Requirements:**

- Computer skills- current word processing, electronic mail, data base/spread sheet knowledge and experience
- Ability to operate other office equipment
- Up to date certification CPR and Standard First Aid

**Application Instructions:**

Please submit resume and covering letter by Friday, July 23, 2010 to:

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