



JCC EXECUTIVE ADMINISTRATOR

POSITION TYPE: **PERMANENT FULL-TIME**

LOCATION: **Prosserman JCC (Bathurst/Sheppard in North York)**

GREAT PERKS: **Free Family Fitness Membership to our brand-new incredible facility; paid time off for Jewish High Holidays; Program Discounts; Dental & Medical Benefits; free onsite parking; working with a dynamic team within a supportive inclusive staff culture; a terrific opportunity to grow your career performing meaningful work!**

The JCC's Vision & Purpose:

We have a tremendous opportunity for you to join our team and build your career with us. At our core, we believe in inspiring people to live the Jewish lives they want to live. Our dynamic team is guided by our mission: to build and sustain a caring and vibrant community hub that is welcoming to all and based on a solid foundation of Jewish values and with a strong connection to Israel.

What We Do:

From daycare to seniors' programs, fitness to recreation, Jewish learning to holiday celebrations, and everything in between, the JCC provides life-changing programs infused with Jewish values that inspire and enrich our members and provide a best-in-class experience.

The Ideal Candidate:

- At your core, you're a superb **community connector** with a strong flair for helping people and providing exceptional customer service.
- You have a degree/diploma and experience in in business administration and/or business communication; experience in payroll and Human Resources a big asset.
- Your **English language** skills are superior, verbal and written and you are a **strong administrator**, with demonstrated experience creating reports and presentations in Excel and PowerPoint. You have experience and a high comfort level working with databases and project management technology.
- You are exceptionally detail oriented and able to multi-task and meet deadlines.
- You exhibit a high degree of **professionalism** and will be able to perform the dual roles with the necessary high level of confidentiality.
- **Jewish culture, traditions, and a connection to Israel** are evident in your passionate and friendly interactions.
- Moreover, you work collaboratively and are **team oriented**.

Key Responsibilities:

1. **Admin Support to C-Suite Executive(s)**
 - a) Manage calendars – set appointments, relay availability, book meetings, as per requests etc.
 - b) Meeting readiness and follow up - preparing materials, meeting invitations, agendas, minutes (preparation and execution of follow up items, etc).
 - c) Customer Service for escalated issues – fact finding and resolution.
 - d) Filing, general and electronic.
 - e) Expenditure and Visa receipt processing.
 - f) Draft and edit written correspondence on behalf of C-suite Executive(s) as directed
 - g) Preparing and coordinating the Program Calendar with the Programming team.
 - h) Excel spreadsheet creation and presentations,
 - i) Board meeting and Board Committees presentations and follow up.
 - j) Arrange good and welfare gifts and staff appreciation.
 - k) Perform other Executive Administrative support duties as needed and as assigned.



2. Admin Support to the Human Resources Department

Payroll

- a) Compile all Part-Time new hire required documents and follow up regarding outstanding documents.
- b) Set up all new Part-Time staff in Ceridian Dayforce.
- c) Send new hires login details and onboarding requirements.
- d) Assist in trouble shooting with Dayforce user account issues.

Recruiting

- e) Assist with posting jobs to various job sites.
- f) Assist with posting jobs to approved social media sites.
- g) Assist with resume screening.
- h) Assist with Interview Scheduling.
- i) Assist with reference checks.

General HR Administration

- j) Prepare and submit new hire tech forms and track IT devices given to staff.
- k) Prepare and submit termination forms to IT and security.
- l) Upload WSIB claim related documents into the online portal.
- m) Take minutes and follow up on items for the Joint Health and Safety Committees.
- n) Perform other H.R. admin tasks as assigned.

How to Apply:

We welcome all applicants. 2nd dose Canada approved Covid-19 vaccine is a condition of hire. Accommodations during all phases of the hire process will be made wherever possible. Please submit your resume in confidence via e-mail no later than January 4, 2022 to elaine@srcentre.ca. Please clearly state the job title in your email subject line.

We appreciate your application, however we will only be contacting the candidates we wish to interview.