



Job description - Administrative Assistant

Are you looking for meaningful work with individuals with disabilities and their families across a variety of settings? Are you looking for a way to get involved in truly impactful work? If you have answered yes to the questions above, the **North Shore Disability Resource Centre (NSDRC)** may be the place for you.

About the *North Shore Disability Resource Centre* (NSDRC):

The NSDRC provides innovative programs, services, housing and support to individuals with disabilities from infancy through adulthood. Our vision is one where every person can fully and actively participate in their community.

As an organization, we are evolving in exciting ways and we are seeking a *part-time Administrative Assistant* to join our committed and dynamic team.

Reporting to the Director of Human Resources, the ideal candidate is a people-oriented professional, who is pleasant and collaborative. You are extremely detail-oriented and organized - you have the ability and experience to manage simultaneous deadlines. You are someone who is eager and motivated to work in a fast-paced growing team.

Job Type:

Part Time 20 hours per week with the opportunity to increase hours

Requirements

- Excellent organizational and time management skill to meet deadlines
- Experience with Payroll an asset (Ceridian preferred)
- Excellent communication skills
- Team player

General Responsibilities:

- Support administrative processes within the NSDRC.
- Work collaboratively as part of the admin support team.
- Support Human Resources functions and processes across the organization.



- Conduct password resets for employees.
- Update employee profiles based on status changes and works with administrative team to ensure at the accuracy of employee information and processing of updates/changes/data migration.
- Update MPP and health benefits.
- Update weekly and monthly HR reports.

A detailed job description will be provided to shortlisted applicants.

We thank all applicants for their interest in joining the NSDRC, but please note only shortlisted applicants will be contacted.

Job Type: Part-time

Pay: From \$26.00 per hour

Expected hours: 20.00 per week with the opportunity to increase