



Position: Office and Accounts Assistant

Status: Permanent Casual

Hours: Flexible

ARCH is seeking a compassionate, highly organized and self-driven person to support operations of the front offices which includes ensuring the efficient operations of the front office, serving as a first contact and liaison between visitors/family members and staff, and collecting/reconciling donation and accounts payable.

Responsibilities include:

- Supporting a quick-paced office environment
- Establishing and maintain effective relationships with donors and community partners
- Greeting visitors, providing information and conducting family tours.
- Responding to multiple phone calls in a warm, sincere, and timely manner
- Collecting and processing incoming mail
- Ordering and maintaining office supplies
- Collecting and documenting donations
- Entering accurate information and maintaining accounting records of donations
- Establishing and maintaining effective relationships with internal and external customers
- Various Administrative support tasks

Qualifications:

- Degree in Business Administration and/or Office Administration or relevant experience
- High proficiency in Microsoft Excel
- Strong interpersonal, client service and communication skills
- Highly organized and detail-oriented
- Thrive under pressure to prioritize tasks to meet deadlines
- Demonstrate commitment to Algoma Residential Community Hospice (ARCH) values.
- Commitment to and understanding of hospice philosophy of care.
- Driving is a requirement of this position to run office errands as needed.

As ARCH is a small hospice home where all staff are encouraged to support one-another, there may on occasion be other duties assigned to ensure the residents, families, volunteers and care team have the support needed to ensure operational and patient-centered needs are met. The candidate holding this role is also expected to be mindful of ensuring patient, family and volunteer safety; as well as, actively participating in one's own health & safety needs.

Interested in Applying?

Please submit a cover letter and resume to careers@archhospice.ca by May 30th at 5:00 p.m. In your cover letter, please include the difference you wish to make in our palliative community and why you would be a good fit for this position. Please kindly include "Office and Accounts Assistant" in the subject line.

ARCH is an equal opportunity employer able to provide accommodations for diverse needs throughout the recruitment process