



**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](mailto: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*