



Job Posting (Internal/External)

## Executive Assistant / Office Manager

The Canadian Centre for Victims of Torture (CCVT) seeks an Executive Assistant / Office Manager to work collaboratively as part of our integrated management team, including supervision of an admin team, database entry and coordination, generating reports, booking on CCVT various program and administrative databases, working directly with management, staff and community partners to provide administrative support. Proactively conduct outreach and develop mailing lists, Manage a wide variety of clerical duties in support of the agency projects and the organization. The position acts as the senior Management support person, involving set up and scheduling of management meetings, handling IT requests independently, effective utilization of Bamboo HR, recruitment and employee documentation and support, systems support, and oversight of the administrative staff activities.

### Required Qualifications:

- Post-Secondary education in Office Administration or related area and previous experience in a similar role
- Experience/knowledge using social media
- Strong interpersonal and communication skills and ability to work under pressure in fast-paced environment
- Ability to juggle multiple competing priorities effectively
- Bookkeeping or Accounting experience an asset
- Bilingual (French and English and/or Spanish) - spoken and written- an asset
- Proof-read documents/texts; translate short texts/emails.
- Interest and skill with HR functions in areas of recruitment, HRIS programming to meet organizational requirements for employee data, timesheet processing,

### Roles and Responsibilities

- Respond to telephone, email, and in-person inquiries from organizations interested in the Train-the-Trainer sessions and other CCVT activities.
- Handle sign-in /registrations including walk in for training sessions.
- Prepare all handout materials for training sessions, which may include uploading presentations on laptops.
- Prepare training calendar and announcements
- Design training updates/ads to advertise upcoming workshops using social media.
- Maintain up-to-date individual /agency registration contact information
- Responsible for handling website/email/fax/in-person workshop registration and workshop confirmations for those registered to attend workshops as well as updating website/attendance.
- Responsible for replying to requests/emails regarding workshop registration inquiries.
- Assist Executive Director and Management staff with a variety of administrative duties
- Respond to miscellaneous information requests
- Undertake general office duties and other duties as assigned

**Compensation:** TBD      **Location:** Any of CCVT locations

Please submit your covering letter and resume by October 29, 2024 at 5pm via email to Human Resources at [kvstiphout@ccvt.org](mailto:kvstiphout@ccvt.org).

Please note CCVT operates in a unionized environment.

Thank you to all applicants for applying. Please note that only candidates selected for an interview will be contacted.

Main 194 Jarvis St, 2nd Fl., Toronto, ON, Canada M5B 2B7 T: 416.363.1066 F: 416.363.2122 E: [mabai@ccvt.org](mailto:mabai@ccvt.org) Toll Free: 1.877.292.2288  
Scarborough 2401 Eglinton Ave. E., 3rd Fl., Unit 310, Scarborough, ON, Canada M1K 2N8 T: 416.750.3045 F: 416.750.4990  
Mississauga Office 130 Dundas St. East, #204, Mississauga, Ontario, Canada L5A 3V8 T:905-277-2288 F:905-277-8083

Accredited to the International Rehabilitation Council for Torture Victims

[WWW.CCVT.ORG](http://WWW.CCVT.ORG) Charity No: 133327908 RR0001





# CANADIAN CENTRE FOR VICTIMS OF TORTURE

*If you require accommodation during any stage of the recruitment process, please notify us and we will ensure the necessary steps are taken to accommodate your needs.*

**Main** 194 Jarvis St, 2nd Fl., Toronto, ON, Canada M5B 2B7 **T:** 416.363.1066 **F:** 416.363.2122 **E:** mabai@ccvt.org **Toll Free:** 1.877.292.2288

**Scarborough** 2401 Eglinton Ave. E., 3rd Fl., Unit 310, Scarborough, ON, Canada M1K 2N8 **T:** 416.750.3045 **F:** 416.750.4990

**Mississauga Office** 130 Dundas St. East, #204, Mississauga, Ontario, Canada L5A 3V8 **T:** 905-277-2288 **F:** 905-277-8083

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