



Job Description: Administrative Assistant

Kayla's Children Centre, a multi-disciplinary centre for children with special needs, is looking to hire a full-time administrative assistant for our therapy program. Our mission is to provide high-quality, cutting-edge, educational, therapeutic, and recreational programs for infants, children and teens with special needs, and to assist their families by offering support and respite.

The right candidate will have an organized and efficient work ethic and enjoy working as part of a goal-oriented and cohesive team in support of KCC's mission. We value individuals possessing a growth mindset. If you are interested in utilizing your skills in a truly rewarding and meaningful capacity, then this might be the place for you.

As the admin assistant in our active and growing organization, the right candidate will play an integral role in supporting office staff, therapists, teachers, as well as clients and their families.

Responsibilities:

- Administrative support
 - Scheduling and data entry as needed
 - Accounts payable support
 - Setting up the reception space for the following day (printing schedules, forms)
 - Assisting fundraising team when needed
- Office support
 - Reception responsibilities
 - Follow-up phone calls with client families
 - Assist clients with forms
 - Participate in the communication process with families
- Exceptionally proficient with computers and learning new software
- Work collaboratively with team members in the organization

Qualifications:

- Exceptional communication skills
- Empathetic and supportive approach in dealing with families
- Strong computer literacy and proficiency with a variety of platforms
- Reliable, responsible, adaptable, strong follow-through skills
- Strong verbal and written communication skills
- Ability to take initiative and problem-solve
- Exceptionally organized and attention to detail