



Everyone needs a home

HFS Volunteer Program
90 Shuter Street, 1st Floor, Toronto, ON M5B 2K6
Phone: (416) 395-0907
Fax: (416) 214-1873

Human Resources Administrative Assistant

Summary: We are looking for an individual possessing organizational and time management skills that would assist the Human Resources department with data entry, research, mail outs, filing as well as provide general office support.

Qualifications:

- Previous office experience; time management; records management; filing; scanning;
- Experience or training in Human Resources an asset
- Strong verbal and communication skills
- Coordination and organizational skills
- Knowledge of Microsoft Office, Word and Excel programs

Location: 90 Shuter Street. Toronto, ON M5B 2K6

Training Provided: Orientation to Homes First and Health and Safety Training, as well as regular guidance from Supervisor regarding tasks and assignments

Environmental Factors: Office Environment; sitting, typing, bending, filing.

Length of Commitment: 6 Month commitment, 4 hours a week. Date and time is flexible and can be chosen by volunteer, however must be same time and day every week between Monday – Friday 9am-5pm.

Reports to: Human Resources Administrator

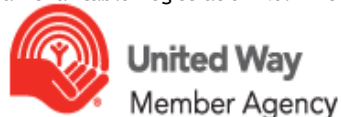
Benefits of Volunteering:

- Professional and social networking
- Learn or develop new skills
- Motivation and sense of achievement
- Gain work experience
- Make an impact in the social services field
- Support something in which you believe

Grounds for Termination:

- Failure to carry out assigned responsibilities
- Misrepresenting Homes First or its policies
- Breach of confidentiality

Registered Canadian Charitable Registration No. 118962182 RR





Everyone needs a home

Please send your resume and cover letter to the Volunteer Coordinator at Laura.olsheski@homesfirst.on.ca or via fax (416) 214-1873.

HFS Volunteer Program
90 Shuter Street, 1st Floor, Toronto, ON M5B 2K6
Phone: (416) 395-0907
Fax: (416) 214-1873

Registered Canadian Charitable Registration No. 118962182 RR



United Way
Member Agency