



## Job Posting

### Full Time Permanent Administrative Support

**LOCATION:** Good Beginnings  
375 Finkle Street, Woodstock ON

**START DATE:** February 2019

**HOURS:** 35 hours per week

**RATE OF PAY:** \$17.00/hour

**BENEFITS:** As a Full-Time Permanent Employee of Good Beginnings, you are entitled to: regular pay grid increments, paid vacation, paid personal days, and health benefits.

**POSTING CLOSING DATE:** **February 8, 2019**

#### POSITION SUMMARY

Good Beginnings Day Nursery Woodstock Inc. is seeking to hire an exceptional individual to fulfill an Administrative Support role. This individual will support various departments including but not limited to; Childinü Oxford, Human Resources, and Administration.

#### QUALIFICATIONS & JOB REQUIREMENTS

We are seeking a friendly, energetic and professional individual who possesses the following qualifications;

- Post-secondary diploma in Office Administration, and/or experience in the field of Office/Business Administration
- **Exceptional computer skills;** proof of excellency in all Microsoft Office applications
- Ability to maintain Social media and multiple Websites
- Creativity with software for advertising and promotion
- Data entry & document processing skills
- Ability to master various in-house software programs
- Excellent interpersonal and communication skills, particularly spelling and grammar
- Efficient, organized, and able to multi-task
- The ability to work effectively under pressure, handle heavy volumes and meet demanding deadlines. Strong attention to detail necessary
- Current Standard First Aid, including infant and child CPR
- Current and satisfactory Criminal Reference check including Vulnerable Sector Check, acceptable to Good Beginnings
- **Full duties of the job description will be provided at the time of the interview**

**Please submit your cover letter and resume to:**

Edina Usanovic, Supervisor of Recruitment and Training

[edina@goodbeginningsday.com](mailto:edina@goodbeginningsday.com)

**Although we thank all applicants for their interest in our organization, only those selected for an interview will be contacted.**