



Oahas

# Ontario Aboriginal HIV/AIDS Strategy

London

Toronto

Ottawa

Sudbury

Thunder Bay

Sault Ste. Marie

Position: **COVID Administrative Support Worker**

Location: Toronto

Term: Temporary full-time

Duration: November 8, 2021 (or earlier) to March 31, 2022

The COVID Administrative Support Worker will procure program and office supplies for Oahas; one-time coordination with site staff to update central inventory of office and program supplies; maintain central inventory as goods are received and dispatched to various sites; assist Office Manager with maintaining vendor accounts and preparing bill payments for 15<sup>th</sup>/30<sup>th</sup> electronic payments. Other tasks delegated fall within the finance and administration of Oahas, as detailed in the duties below. This position is paid on an hourly basis and reports to the Office Manager.

## **Duties:**

- Purchase all program supplies for the organization
- Purchase all office supplies and small equipment for the organization
- Update inventory list with each purchase and transfer of goods
- Create Purolator labels for transfer of goods to various sites
- Shipping and receiving for Central Office (located in Toronto)
- Prepare bill payments for 15<sup>th</sup>/30<sup>th</sup> electronic payments
- Prepare finance requisitions for vendor accounts payment by Electronic Funds Transfer and cheques for signature; process payment for signature and mail-out of cheques
- Issue official receipts to donors in January 2022
- Attend external partner meetings for the purpose of centralized coordinated communication
- Support administrative team by scribing meeting notes
- Assist community members with bill payments
- May be required to assist programming occasionally; or other admin duties as required

## **Qualifications:**

- High school diploma or equivalent required. Post-secondary education preferred
- Minimum 3 years work experience in administration
- Experience with a computerized inventory system preferred
- Experience in Microsoft 365, with special focus on Excel
- Superior organizational skills and attention to detail
- Strong verbal and written communication skills required
- Self-starter with initiative and able to work with minimal supervision.

Please submit a cover letter and resume no later than Friday, October 22, 2021, to the Executive Director, Meghan Young, [submit@oahas.org](mailto:submit@oahas.org)

**INDIGENOUS PEOPLE LIVING WITH HIV/AIDS AND PEOPLE WITH DISABILITIES  
ARE ENCOURAGED TO APPLY**