



Executive Assistant JPAD22-08

Reports To:	Chief Executive Officer
Compensation:	Annual Salary, Group Insurance, OMERS
Work Location:	Head Office, 28A Albert Street, Oshawa, ON
Work Hours:	Full Time, 8:30-4:30, Monday to Friday

ABOUT DURHAM REGION NON-PROFIT HOUSING CORPORATION:

Durham Region Non-Profit Housing Corporation is a community housing provider with properties located throughout Durham Region. We are home to approximately 1,198 rental units within 19 residential properties. Our portfolio includes 8 apartment buildings and 11 low-rise townhome complexes.

The mission of Durham Region Non-Profit Housing Corporation is to help meet the housing needs of the Region's diverse population through the provision of a practical, well-maintained and affordable housing portfolio integrated within the community. The Corporation assists with related services to support residents in their housing.

JOB DESCRIPTION SUMMARY:

The Executive Assistant is directly accountable to the Chief Executive Officer for the high-level administrative support, including to the Board of Directors, and other management. They are responsible for general human resource functions, effective day to day administration and coordination at the head office of the Corporation, including efficient management of information and technology systems, file security, professional communications, policy development and updating.

CORE JOB FUNCTIONS include (but are not limited to):

- Human Resources Function
- Executive/Board Support Function
- Administration Coordination Function
- Works independently and within a team environment, with a focus on quality, accuracy and deadline compliance
- Provides excellent customer service

KEY QUALIFICATIONS, SKILLS & ABILITIES:

- Five plus years of human resources experience and managing the administrative support function of senior level executives and Board of Directors, preferably in the not for profit sector.
- Completed post-secondary education in human resources, business administration or equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- Adept at building and maintaining a variety of critical relationships, exercising effective judgment, humility, tact, creativity and sensitivity to a changing landscape and conflict resolution.
- Superior skills in office administration and systems to gather and maintain data with advanced competency with computer technology including full range of Microsoft Office products, project management tools and a human resource information system.

- Ability to organize, prioritize and complete a range of assignments in a manner that effectively utilizes resources and optimizes efficiency while maintaining high standards of quality and accuracy; shows persistence in overcoming obstacles and ensures follow through to desired results
- Mandatory - Valid driver's license, reliable vehicle, adequate insurance and satisfactory police clearance for vulnerable sector

Please submit your resume and cover letter, quoting the Job ID "JPAD 22-08", as soon as possible to:

Fax 905-436-5361 or email: careers@durham-housing.com

This position will be filled once a successful candidate has been selected. Only candidates invited for an interview will be contacted.

Durham Region Non-Profit Housing Corporation is committed to build an organization that reflects the diversity of our tenants and the communities we serve. As such, we encourage applications from qualified individuals who represent diverse communities.

Accommodation for a disability will be provided in accordance with the Ontario Human Rights Code. Applicants are asked to make any accommodation requests for the application, interview or selection process known in advance by contacting the Chief Executive Officer, at tracy.greig@durham-housing.com, who will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.