



"We Care for What Really Matters!"



Invites Expressions of Interest for the Position of **Office Administrator**

- **Full-Time Permanent Position – Guaranteed 35 Hours Per Week**
- **Salary Range: \$20.75 - \$28.30 per hour ~ Based on Education and Experience**
- **Group Benefit Package and Registered Retirement Savings Plan**
- **Paid Time Off**

Child Care Algoma is a non-profit agency dedicated to being a leader in providing quality programs which support healthy early childhood development. It is our vision to play a critical role in strengthening relationships with children and families that sets the foundation for healthy growth and development.

Child Care Algoma invites applications for the position of Office Administrator. The Office Administrator will report to the Manager of Finance and Information Systems and will be responsible for providing clerical and administration support to ensure that Child Care Algoma's services are provided in an effective and efficient manner.

We are currently hiring one full-time, permanent position to start as soon as possible. The successful candidate will report to 148 Dacey Road, Sault Ste. Marie, Ontario. The position comes with an hourly rate ranging from \$20.75 - \$28.30 CAD (starting wage will be determined based on education and experience), guaranteed 35 hours per week Monday-Friday, paid sick and vacation time, as well as a group benefit package and registered retirement savings plan.

Core Responsibilities:

- Receive, screen, direct and relay telephone messages and incoming mail
- Maintain the general filing system and file all correspondence
- Maintain an adequate inventory of office and cleaning supplies, applicable forms, and general information
- Respond to customer inquiries ensuring correct information is provided, and direct customers and the general public to the appropriate staff member when needed
- Receive payments, stamp, code cheques, and issue receipts
- Stamp, code and enter invoices to be paid
- Prepare accounts payable twice per month
- Prepare and balance bank deposits as required
- Provide word processing and clerical support
- Carry out other relevant duties as may be assigned from time to time by the Manager of Finance and Information Systems

The Ideal Candidate will have:

- Knowledge and experience in Accounts Payable, Accounts Receivable, and Generally Accepted Accounting Principles
- Knowledge and experience in office administration procedures, word processing, filing, and cash handling
- Experience with accounting software (experience with Sage 50 Quantum considered an asset)
- Knowledge and experience with word processing programs
- Fluent in English
- Effective verbal and listening communication skills
- Telephone answering and interpersonal skills
- Stress and time management skills
- Analytical and problem-solving skills
- Possess cultural awareness, compassion and sensitivity
- Current Standard First Aid Certificate and Infant/Child CPR considered an asset
- Current Vulnerable Sector Police Check
- Health Assessment and Current Immunization

Applicants are asked to submit an expression of interest letter and an updated resume to:

CHILD CARE ALGOMA HUMAN RESOURCE DEPARTMENT

148 Dacey Road, Sault Ste. Marie, ON P6A 5J7

Email: hwilli@childcarealgoma.ca

Expressions of interest/resumes will be accepted until 11:59pm on Sunday, September 21st, 2025.

Child Care Algoma is an equal opportunity employer. We thank all applicants for their interest, however only those selected for an interview will be contacted. Should an applicant selected for an interview require any accommodations during the selection process please notify Human Resources at hwilli@childcarealgoma.ca.