



Do you pride yourself on making a difference in the lives of others? Do you have a passion for animals? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals.

We are hiring for an Administrator who wants to work in a fast-paced, exciting, and growing organization. We need someone who is bright and motivated, with a proven history of high performance, to support the Executive Director & Board of Directors and manage the Office Administration of the shelter.

This role requires outstanding planning, time management, and organizational skills. Superior attention to detail and the ability to meet tight deadlines and juggle multiple requests is critical. A high level of integrity and discretion in handling confidential information, and professionalism is imperative. A great attitude is a must, as is the ability to be flexible and change direction at a moment's notice.

The ability to work successfully in a team environment and build effective working relationships inside and outside the group is essential.

The ideal candidate will have experience working in a fast-paced environment, managing calendars, minute taking, deadlines, and coordinating meetings with internal and external partners. The management and coordination of office supplies and the Executive Office budget will also fall under this role.

#### BASIC QUALIFICATIONS:

- Minimum of 3 years' experience providing Executive Assistant support for senior level executives
- Expert level of efficiency with Microsoft Office and online software applications
- Basic bookkeeping experience working with invoices, budgets, and basic financial forms
- Must be reliable and flexible with the ability to work evenings and weekends as needed; overtime as required
- Experience with office management an asset
- Clear Criminal Background Check

#### PREFERRED QUALIFICATIONS/SKILLS:

- Excellent organizational and time management skills are required
- Demonstrated written & oral communication/interpersonal skills
- Experience working with vendors
- Demonstrated ability to work within a team environment
- Demonstrated ability to work independently
- Demonstrated diplomacy, tact and discretion
- Flexible and adaptable approach to changing situations
- A demonstrated compassion towards people as well as animals
- Demonstrated ability to work with diverse groups of people

**Interested applicants please submit a cover letter with resume to;**

**[execcareers@omhs.ca](mailto:execcareers@omhs.ca) no later than February 26, 2019.**

**Commitment to Diversity and Accessibility:**

OMHS is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including men, women, members of visible minorities, persons with disabilities, and Aboriginal peoples.

OMHS is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise the Executive Director in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest in joining OMHS. Given the volume of applications received, we request that you do not follow up your application with a phone call. We will contact only those candidates selected for an interview and thank you for your understanding.