



Addiction & Mental Health Services | services de lutte contre les dépendances et de santé mentale
Kingston Frontenac Lennox & Addington

Position:	Administrative Assistant	Competition Number:	2025-136
Hours of Work:	30 to 37.50 hours per week. Days (Monday – Friday).	Reports to:	Clinical Director: Housing, Crisis, and Supports
Vacancies:	One (1)	Hourly Rate:	\$ 40.39 - \$ 49.03
Job Status:	Permanent	Union/Non-Union:	Non-Union
Location:	Kingston		

Job Summary:

Reporting to the Clinical Director: Housing, Crisis and Supports, the Administrative Assistant provides administrative support to both Clinical Directors of the as well as generalized support for Program Managers in order to ensure the efficient operation of programs and services within the organization. The incumbent performs a wide range of duties including scheduling, document preparation, data management, and internal and external communications. Working collaboratively with leadership, the Administrative Assistant supports day-to-day operations, supports leadership priorities, maintains accurate and confidential records, assists with special projects, and contributes to the smooth coordination of program activities through strong organization, sound judgment, and professionalism in a dynamic environment.

Minimum Qualifications:

- Diploma in a relevant field (e.g. Executive Administration, Office Management)
- Three (3) years’ experience providing senior level administrative support, preferably in a not-for-profit environment
- French Language proficiency considered an asset.

Knowledge, Skills and Abilities:

- Demonstrated ability to utilize and maintain effective office procedures and practices
- Strong interpersonal skills and well developed written and verbal communication skills
- Excellent customer service skills with demonstrated ability to tactfully and professionally address situations involving confidential information
- Advanced proficiency in the use of database, word processing, spreadsheet, presentation, internet and communication computer applications; MS Office preferred, along with excellent keyboarding skills
- Demonstrated editing and proof-reading skills with strict attention to detail
- Demonstrated problem-solving abilities
- Excellent organization and prioritizing skills, along with the ability to multitask in a fast-paced environment and observe deadlines
- Ability to compile, prepare and maintain detailed records
- Ability to work autonomously as well as collaboratively in a team environment
- Demonstrated commitment to high professional ethical standards
- Require to provide a satisfactory criminal record check, including vulnerable sector screening, prior to hire
- Required to provide a satisfactory criminal reference check (CRC) with Vulnerable Sector Screening prior to hire.

*Please submit a resume and cover letter as one document only quoting **Competition Number 2025-136**
to: careers@amhs-kfla.ca*

AMHS-KFLA strives to be a diverse and inclusive workplace. We encourage applications from all candidates who would contribute to the diversity of our community and enhance our ability to provide quality services to our clients.

We are committed to accessible employment practices. If you require an accommodation to fully participate in the recruitment and selection process, please inform Human Resources to discuss your individual accessibility needs.