

Kensington Midwives
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Kensington Midwives is a dynamic midwifery practice of 12 midwives, midwifery students, and support staff located in Kensington Market, Toronto. Kensington Midwives is looking for an experienced **Office Administrator** to join our team. The candidate must be able to relate well with clients, midwives and other staff members. This person must be comfortable working in a fast-paced environment, is able to make quick decisions, and is able to troubleshoot issues as they arise.

Necessary Skills and Qualifications

- At least two years of experience in office administration
- Team-player with exceptional interpersonal skills and a professional attitude capable of fostering strong working relationships with staff, midwives, clients and other stakeholders
- Proficiency in creating and adhering to efficient systems and processes
- Ability to work with sensitive and confidential material
- Strong communication skills, both written and verbal
- Creative problem solving skills and natural ability to take initiative
- Able to adapt to changing priorities and deadlines
- Ability to prioritize and successfully complete tasks while working under pressure in a fast-paced environment
- Advanced computer background with confidence in handling databases, information systems, and Microsoft Office. Familiar with social media tools including Facebook, website design sites, and Instagram
- Ability to take initiative and work proactively under minimal supervision
- Superior organizational skills with meticulous attention to detail
- Warmth and patience with clients and colleagues
- **Experience working in a progressive health care environment is an asset**
- **A second language, particularly Portuguese and/or Spanish, is an asset**
- **Experience managing website and social media pages is an asset**

Alongside two other staff members, the responsibilities include but are not limited to:

Clients and Scheduling

- Carry out daily reception, the administrative tasks of client care, ensure smooth running of clinic days, booking new and returning clients

Clinic Administration

- Inventory - ensuring all supplies and resources are well stocked, troubleshooting any IT and communication device issues, proper maintenance and upkeep of the office, assisting in implementing new processes, following infection, prevention, and control protocols.

Communication

- Coordinate and problem-solve communications for midwives and staff, forward relevant communication to the midwives, perform outreach

Information Sharing and Social Media

- Assisting with updating our website and social media sites, maintaining and preparing resources for clients, orienting new midwives and students

This position will be approximately 30-35 hours/week, with some early morning and/or evening hours with an hourly wage of \$18/hour, plus benefits after the probation period.

Interested candidates should submit a cover letter and resume as a single Word or pdf file to erin@kensingtonmidwives.ca. Deadline to apply is **February 22nd, 2019 at noon**.

Thank you for your interest but only qualified candidates will be contacted for an interview. **Please no phone calls.**

Posting date: February 8, 2019

Kensington Midwives is committed to developing a resilient, inclusive and vibrant work environment through a barrier-free selection process. We recognize people from diverse professional, cultural, and educational backgrounds. Applicants who do not meet all of the stated skills, but feel they would make a positive contribution to the community, are encouraged to apply and address these differences in their cover letter. If contacted for a job opportunity, please advise us of any accommodation measures required to enable you to be assessed in a fair and equitable manner. Information received will be addressed in confidence.