

Bayview Glen

INDEPENDENT : SCHOOL

ADMINISTRATIVE ASSISTANT, PREP SCHOOL

Founded in 1962, Bayview Glen is an independent, co-educational university preparatory day school with more than 1000 students from Preschool through to Grade 12. Our school thrives on two closely connected campuses in the heart of Toronto and offers a truly transformative educational experience, intentionally creating a welcoming, vibrantly diverse community, guided by inspiring teachers and fueled by a forward-looking curriculum. Bayview Glen is a member of the CIS, CAIS and Round Square organizations.

Bayview Glen is currently looking for an **Administrative Assistant** for our Prep School (Grades 6 to 8) to fill a maternity leave of absence, commencing in October 2019. This position will be responsible for providing a full range of administrative support to ensure the efficient and effective operation of the Prep School. The Administrative Assistant will directly support the Assistant Head, Prep School and will ensure that all administrative tasks are completed with high quality and in a timely manner.

Qualifications & Skills:

- Post-secondary degree/diploma in Business or Office Administration or equivalent
- Minimum of 3 years of administrative experience in a fast-paced environment
- Expert knowledge and proficiency in all Microsoft Office applications (Outlook, Word, Excel, PowerPoint)
- Knowledge of operating standard office equipment
- Exceptional interpersonal, oral and written communication skills
- Proven ability to prioritize work in an efficient and organized manner is essential
- Highly developed analytical, evaluative and problem solving skills
- Demonstrates high level of judgment, tact and diplomacy in interacting with a wide variety of internal and external stakeholders
- Ability to work well independently as well as in a team environment
- Ability to work in a fast-paced, work environment with many interruptions and multiple priorities
- Familiarity and understanding of students at this age group would be considered a definite asset
- As a condition of employment, a current Vulnerable Sector Screening Police Record Check and CPR certification are required.

Bayview Glen offers a competitive salary, an extensive benefit and pension plan and a collegial work environment dedicated to the professional development of all staff.

We invite all qualified candidates to submit a cover letter and resume (combined into one document) to hr@bayviewglen.ca by no later than September 16, 2019. Please indicate the name of the position you are applying for in the subject line.

We would like to thank all applicants in advance for your interest; however only those candidates invited for an interview will be contacted. No telephone inquiries or agencies please. Bayview Glen is an equal opportunity employer and we will accommodate any needs under the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Please contact our Human Resources Department for assistance if required.