



# Right To Play

Look After Yourself, Look After One Another

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## Job Posting – “Receptionist – Administrative Assistant”

**Closing Date:** August 24, 2010  
**Department:** President and Corporate Administration  
**Work Location:** Toronto, Canada  
**Job Grade:** Job Grade 2

### ORGANIZATION PROFILE:

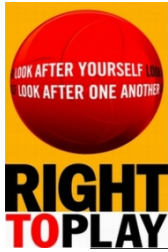
Right To Play is the leading international humanitarian and development organization using the transformative power of sport and play to build essential skills in children and thereby drive social change in communities affected by war, poverty and disease. Right To Play creates a safe place for children to learn and fosters the hope that is essential for children to envision and realize a better future. Right To Play's mission is to improve the lives of children in some of the most disadvantaged areas of the world by using the power of sport and play for development, health and peace.

### JOB SUMMARY:

As the first point of contact internally and externally for Right To Play, this position carries out a wide variety of administrative and communications-related support activities. Reporting to the Manager, Corporate Affairs, the ideal candidate for this position must possess demonstrated administrative and organizational skills, an understanding and experience of a fast moving and global environment, superior written and oral communication skills, good attention to detail, a positive attitude and an ability to work in a highly dynamic and energetic team. Most importantly, the ideal candidate will have superlative people and telephone skills, and a genuine desire to provide quality customer service.

### PRIMARY RESPONSIBILITIES:

- 1. Answer Telephone Line, Greet Visitors and Manage all Faxes (30% of Time):**
  - Attend to all incoming phone calls and visitors
  - Attend to incoming and outgoing faxes
  - Update staff Telephone list and seating chart
  - Update Voice Mail entries and staff extensions
  - Update contact lists on intranet
  - Managing general phone inquiries from callers
- 2. Manage Office Supplies, Equipment & Security System (15% of Time):**
  - Prepare admin requisitions, order needed stationeries and overall office supplies
  - Organize supplies cabinet; arrange stocking area with supplies Follow up with repair and maintenance of office equipment
  - Update and maintain security cards system
  - Reconciliation of receipts & invoices for office stationeries
  - Manage relationships with office services providers
- 3. Courier and Mail (15% of Time):**
  - Arrange for all courier pickups
  - Maintain courier supplies
  - Reconciliation of courier invoices and receipts
  - Mail pick up, sorting and distribution
  - Send change of address notification whenever needed



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- Postage system management
- 4. Administrative Support for Office of President and CEO (30% of Time):**
- Data entry and contact management
  - Prepare information packages for meetings
  - Bulk mailings
- 5. Administrative Support for other departments as needed (10% of Time):**
- Draft letters
  - Revise miscellaneous documents
  - Prepare mailings for special events
  - Other tasks as required

## **EDUCATION:**

### **Minimum Education Level:**

- Diploma in office administration, B.A. in relevant field or post-secondary school diploma

## **EXPERIENCE:**

### **Required (must have):**

- Three (3) to five (5) years previous experience in reception and administrative duties
- Excellent communication skills
- Multitasking skills with multiple functional responsibilities
- Work in an open & busy environment
- Able to prioritize and balance heavy workload
- Administrative and clerical skills
- Computer skills –Word, Excel, Access, Power Point and Internet
- Problem solving skills
- Telephone skills
- People skills
- Excellent telephone etiquette
- Attention to detail

### **Desired (asset):**

- Experience working with a customer relationships management system
- Speak and write other languages: French, Spanish, Norwegian or other



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## COMPETENCIES / PERSONAL ATTRIBUTES:

### Required (must have):

- Be outgoing, energetic, positive, and self-confident
- Creativity and adaptation skills
- Strong organizational skills with attention to detail
- Ability to work well under pressure, handling multiple demands that will be non-sequential.
- Good writing, editing, and problem solving skills
- Strong interpersonal communications (verbal and written)
- Ability to work well in a dynamic team (cooperative, participatory, respectful, flexible)
- Able to exercise discretion and confidentiality
- Good judgment, analytical, and decision-making skills
- Ability to initiate and deliver proactive, cost effective and creative solutions

**Compensation:** We offer a competitive salary and benefits package

**Employment Start Date:** ASAP

**Contract Duration:** Full-time, unlimited term.

## HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to: [hr1@righttoplay.com](mailto:hr1@righttoplay.com) and kindly include the job title in the subject line. While we thank all applicants for their interest, only those selected for interviews will be contacted. To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).