

Employment Opportunity

ADMINISTRATIVE ASSISTANT

Facilities Department

1155 Yonge St Toronto, ON M4T 1W2

Full time (35 hours per week) – Temporary 12-month Contract

Replacement Position

Salary: \$44,000

Overview:

The Facilities Department is seeking a full time temporary Administrative Assistant to provide secretarial/administrative support to the department. The incumbent will assist in the overall operation of the Facilities Department and in the daily running of the building in an effective, well-organized manner.

This is a temporary 12-month contract from December 2025 to December 2026.

Responsibilities:

- Answer the main telephone line for the Catholic Pastoral Centre and refer callers to the appropriate person/department
- Welcome and greet people visiting the Facilities department
- Manage and track inter-departmental expenses
- Manage department inventory and order supplies needed
- Maintain and update various departmental databases to provide accurate information to callers
- Answer and give proper direction on questions from outside callers regarding Archdiocesan protocols and matters
- Oversee ticket system, manage ticket requests, update service items and forms
- Utilize electronic shipping and tracking system for mail outs
- Provide administrative backup and maintenance of office equipment for the department
- Order all office supplies
- Manage access badges, including programming and audits
- Catering and logistics for all events from small meetings to large scale occasions
- Monitor meeting room scheduling and set up/take down
- Handle photocopying special projects & binding
- Coordinate mass mailouts to parishes when required
- Manage special collection envelope orders and reach out to parishes when needed
- Other related duties as required

General Requirements:

- Secondary school diploma
- Two or more years' related experience
- Tactfulness and excellent customer service skills

- Event planning and negotiating skills an asset
- Ability to deal with highly sensitive and confidential matters
- Proficient with computers including Microsoft Word and Excel
- Excellent verbal and written English
- Fluency in multiple languages an asset
- Superior organization skills and ability to multi-task
- Knowledge of the structure and protocols of the Archdiocese of Toronto and related organizations
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **2025-15** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **November 17, 2025**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.