



Administrative Assistant – Reception, Personal Protective Equipment (PPE) and Respite Part Time Permanent (12 to 15 hours a week)

Position Summary:

Community Living South Muskoka (CLSM) is looking for a key member of its administration team. If you are looking to make a rewarding impact to better your community, CLSM is now hiring for an **Administrative Assistant- Reception, Personal Protective Equipment (PPE) and Respite-Permanent Part Time**. This role is responsible for general reception duties at the main office, overseeing PPE inventory monitoring, disbursement and procurement as well as supporting both the North and South Respite Networks to enable them to achieve their objectives. The successful applicant will work collaboratively with the respite management committee to support the application and assessment process, as well as managing or supporting the respite services online database. Reporting to the Chief Administration Officer and Supervisor of Services and Supports, the successful individual will be courteous and professional.

Qualifications:

- Excellent computer skills and ability to work with a database
- Experience with PPE and knowledge of Infection, Prevention and Control Measures
- Excellent planning and organizational skills
- Excellent interpersonal skills
- Experience working with individuals with a developmental disability is an asset
- Ability to work both independently and as a team member
- Must be able to have a flexible work schedule
- Fluency in French and English, both spoken and written is an asset
- Valid Driver's license required

Salary: \$23.55 per hour

Affiliation: Administration (non-unionized)

Schedule: Working a regular schedule as determined in conjunction with the Chief Executive Officer, Monday to Friday for a total of 12 to 15 hours a week.

Application Deadline: Monday January 5, 2026 @ 4:30 pm.



If you are interested in this opportunity, please forward your cover letter and resume to, CLSM Human Resources department at hr@clsm.on.ca, before the deadline.

We thank all the applicants for their application, however, only short-listed candidates will be contacted further, for interviews.



**Community Living South Muskoka is an equal opportunity employer. We value the importance of diversity, dignity and the worth of every person in the workplace. As such, CLSM offers accommodation for applicants with disabilities in its recruitment processes. If you require any form of accommodation, please contact the Human Resources Department so that we can ensure we make the appropriate arrangements for the accommodation requested.*