Administrative Assistant, Operations and Insurance Programs
Permanent, Full-time Position
Toronto, ON
SALARY RANGE: $55,368 – $65,191

The Housing Services Corporation (HSC) is on a mission to build a strong, financially sustainable, affordable social housing sector in Ontario. Created by the Province of Ontario in 2002, HSC works directly with municipalities and housing providers to deliver business services that help them achieve their goals. We are currently recruiting for an **Administrative Assistant, Operations and Insurance Programs** to join our team. Reporting to the Manager of Administration and Special Projects, highlights of this role include:

Responsibilities:

- Provides administrative, client service, office management, and program support to help ensure HSC's operations are efficient, organized, and responsive.
- Serves as a key point of contact for clients, vendors, and staff; coordinates inquiries, logistics, follow-up items, and routine requests.
- Supports administration of HSC's insurance program, reporting to the Chief Operating Officer for those activities
- Coordinates routine service requests with building management and vendors as needed.
- Maintains corporate inventories of office supplies, office furniture, equipment, IT equipment, office keys and security access cards; works with vendors as needed for purchasing and repairs.
- Responsible for efficient collection and distribution of mail; coordinates deliveries, shipments and outgoing mail.
- Assists with coordinating routine IT requests with staff.
- Supports special projects, including scheduling project meetings and circulating agendas, preparing meeting notes for review, tracking action items, deadlines and decision logs.
- Compiles and distributes monthly tenant insurance reports, manages requests from clients and insurers, enters claims data and initiates follow-up.
- Supports staff events and client meetings, including invitations, room bookings, set up, and catering.
- Manages incoming calls, monitors HSC program email accounts and redirects appropriately; follows up to ensure resolution where required.

Desired Skills and Experience:

The successful candidate will have excellent written and verbal communication skills and should be able to effectively manage multiple projects and priorities.

- 3 years or more of experience in customer service or office administration.
- Excellent teamwork and interpersonal skills.
- Excellent organizational skills with the ability to work on a number of different activities concurrently, while maintaining attention to detail.
- Ability to independently set and accomplish goals and establish priorities with minimal direction.
- Advanced knowledge of Microsoft Office suite.
- Experience with Salesforce an asset.

What We Offer:

HSC provides a stable and rewarding environment for its employees in today's challenging markets. We offer:

- Competitive salary with a defined benefit OMERS pension plan
- Generous benefit package
- A culture of comradery, where coworkers and management want you to be successful

To learn more about HSC and our business lines, visit our website at www.hscorp.ca

To Apply:

As part of HSC's hybrid work environment, job assessments and interviews will be conducted online.

Please apply online or send your cover letter and resume to humanresources@hscorp.ca.

HSC is committed to fostering a diverse, inclusive, equitable and accessible environment. If certain accommodations for disabilities are required, please contact humanresources@hscorp.ca and HSC will make all reasonable efforts to support the participation of all candidates.

HSC thanks all those who apply. However, only candidates selected for an interview will be contacted.

HSC is located on the traditional territory of the Mississaugas of the New Credit, the Wendat and the Anishnawbe Indigenous peoples.