**Administrative Assistant, Programs Support**
**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, Programs Support** to join our team. Reporting to the Manager of Administration and Special Projects, highlights of this role include:

**Responsibilities:**

- Provides administrative, client service, event and program support to help ensure HSC's operations are efficient, organized, and responsive.
- Supports HSC's Business Solutions programs and corporate events, reporting to the Chief Business Development Officer and Chief Operating Officer respectively for those activities.
- Provides day-to-day administrative assistance to the HSC Business Solutions team, which includes meeting attendance, monitoring workflows, initiating projects in Salesforce and administering invoices and billing.
- Provide office support by organizing supplies, printing materials and other logistics as required.
- Support individual project delivery by creating and maintaining project plans, scheduling client project team meetings, setting and sharing client project team meeting agendas.
- Track and maintain client contacts, user accounts, buildings, and unit counts in the Salesforce system for all Business Solutions programs.
- Support internal and external event preparation and execution, including tracking event invoices and conference deliverables against each contract.
- Support staff attendance at conferences, including collecting and providing information about booking codes, hotels, etc. and early bird deals.
- Attend in-person events to provide support, including event set-up and take down, registration desk support, preparing name badges, shipping and receiving supplies for tradeshows and conferences.
- Manage incoming calls, monitor HSC program email accounts and redirect appropriately; follow 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, office administration or event management.
- 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 is 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.*