

Position: **Client & Volunteer Administrator**

Office Location: 1416 Centre St., Thornhill L4J 8A1

Job Type: full time – IMMEDIATE (not from home)

Organization: JRCC

Report to: JRCC FD Program director

The JRCC is looking for an energetic and organized candidate to coordinate senior grocery shopping and other community projects. The role requires a strong sense of organization, punctuality, time management, and service orientation.

Responsibilities:

- Conduct phone calls, emails to clients for a grocery shopping
- Accept and coordinate orders, payments, and other related services
- Update and maintain client information on Salesforce
- Coordinate volunteers and assist in other administrative tasks
- Update and maintain a complete and organized worklog for communication, enter data, maintain records, verify data on the database, and produce reports
- Perform various administrative tasks (filing records, produce Word and Excel documents) as needed

Requirements:

- **Russian speaking** – a must
- Fluent high-level English – writing, speaking, reading– a must
- Hebrew speaking – strong asset
- Bachelor's degree (preferably in the social sciences) – a must
- More than 3 years of experience in office administration/coordination – a must
- Excellent ability for independent work, time management, and initiative
- Excellent organization, punctuality, attention to details, and patience
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases (i.e. Sales Force)

Please send your resume to: jrccfd.hr@jrcc.org

Only relevant candidates will be contacted. No phone calls please.