

## **JOB POSTING**

### **THE JAPAN FOUNDATION, TORONTO**

#### **Administrative Assistant**

**Application Deadline: Tuesday, October 23, 2018 – 9:00 am**

**Start Date: Tuesday, October 30, 2018**

The Japan Foundation, Toronto (JFT), an organization promoting cultural exchange between Japan and Canada, is seeking a full time Administrative Assistant.

This position is responsible for assisting with administrative work in the organization and various tasks in support of JFT's activities. The Administrative Assistant will provide administrative support to the Executive Director, Director, Administrative Officer and Program Officers.

#### **RESPONSIBILITIES**

- Receiving, distributing and sending mail and couriered items
- Answering the main telephone line, responding to inquiries and transferring calls
- Assisting in the administration of accounts payable
- Preparing accounting and project-related documents
- Assisting with contract and vendor administration
- Order placement and inventory management for office supplies
- Assisting in the operation of Japanese-language programs
- Managing and filing English- and Japanese language documents
- Assisting with managing and organizing the application process for Headquarters Overseas Grant Programs
- Assisting in maintenance of project schedules
- Assisting Program Officers and Directors with events and projects as needed
- Participating in JFT event preparation and execution
- Assisting with compilation of reports on JFT activities
- Other duties as required

#### **REQUIRED QUALIFICATIONS**

- Completion of post-secondary education
- English language skills: Professional oral communication and reading skills, intermediate writing skills
- Japanese language skills: Professional level oral, written and reading skills
- Ability to work as part of a team and to participate as appropriate in administrative tasks
- Strong organizational and time management skills
- Flexibility to work evenings and weekends, as required
- Applicant must have legal status to work in Canada
- Professional proficiency with MS Office suite

### **DESIRABLE QUALIFICATIONS**

- Experience in office administration
- Proficiency with various types of software and computer skills (e.g. Filemaker, HTML)
- Experience working in a Japanese organization
- Knowledge of local Japanese community

### **HOURS**

- Monday - Friday, 9:30 am – 5:30 pm
- Some weekends and evenings
- One hour unpaid lunch break daily

### **WAGE**

- Hourly wage is \$15.75 per hour including 4% vacation pay
- Paid on the 15<sup>th</sup> and last day of each month
- Overtime is paid in excess of 44 hours/week
- Paid for Canadian Statutory Holidays
- Paid sick leave

### **EMPLOYER INFORMATION**

The Japan Foundation seeks to advance mutual understanding between Japan and other nations. The Japan Foundation, Toronto was established in November 1990, and is one of 25 overseas offices, offering programs grouped under three main areas: Japanese Language Education, Japanese Studies and Intellectual Exchange, and Arts and Cultural Exchange.

The Japan Foundation, Toronto houses a library, seminar room and an event hall, which functions as an exhibition space and auditorium. The public lending library has approximately 20,000 Japan-related print and audio-visual materials in its collection. Events, such as art exhibitions, film screenings and lectures, are presented year-round.

The Japan Foundation, Toronto's activities cover not only those events held in our centre, but also at other venues across Toronto and Canada. A large portion of The Japan Foundation, Toronto's activities also involves the administration of its grant programs.

For more information, please visit our website: [www.jftor.org](http://www.jftor.org)

### **APPLICATION PROCEDURE**

Interested applicants are asked to submit a resume and cover letter to Jess Mantell at [jmantell@jftor.org](mailto:jmantell@jftor.org) by **9:00 am on Tuesday, October 23<sup>rd</sup>, 2018**. Please quote "Administrative Assistant" in the subject heading of your email.

*We thank all applicants for their interest in The Japan Foundation, Toronto, however, only those selected for an interview will be contacted.*