



## Quad County Support Services

### Administrative Assistant-Full time

Location: Glencoe and Wardsville

Closing Date: April 6, 2026

Quad County Support Services is an agency that provides supports and services to adults who have a developmental disability and live in areas within West Elgin, Southwest Middlesex, and the eastern borders of Lambton and Kent counties.

Over the past few years, our support model has evolved to focus on being inclusive, providing person-directed supports and family partnerships. We are also committed to promoting wellness for individuals and our employees.

The preferred candidate will provide administrative support for the day-to-day operational needs of the organization. You will be required to flow between the locations where administrative supports are needed. The administrative assistant will need to be a strong team player, flexible and creative with good communication skills and a curiosity to learn. This role is to fill upcoming vacancy.

### Qualifications/Requirements

- Education or relevant experience in Office Administration.
- Proficiency in Windows OS and MS Office Suite programs as well as Adobe Acrobat.
- Adaptability to new technologies and software platforms.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Able to maintain a consistent professional manner with both internal staff and external stakeholders and to maintain confidentiality at all times.
- High level of accuracy and attention to detail.
- Strong problem solving skills
- Strong organizational skills with an ability to prioritize, multitask and handle competing deadlines.
- Demonstrated ability to work both independently and as a team member to achieve desired results.
- Strong work ethic, reliable and self directed.
- Able to willing to embrace change and effectively manage stresses of a busy office environment.
- Valid Ontario driver's license "G"

40 hours per week

Rate of Pay: \$24.00/hour

Apply to: [info@quadcounty.ca](mailto:info@quadcounty.ca)