



**Changing the  
trajectory of children's  
mental health.**

## JOB POSTING

### **Administrative Manager**

**1 Regular Full-Time Position, Growth-Replacement Role**

**Reports To: Senior Admin Manager, Executive Office**

**Annual Salary Range: \$ 86,755.91 – 95,785.53**

**LOCATION:** George Hull Centre for Children and Families  
Etobicoke, Ontario

The George Hull Centre for Children and Families is an Accredited Children's Mental Health Centre in Etobicoke. The George Hull Centre provides a continuum of children's mental health services for children and youth and their families from birth to age 18 with emotional, behavioural or social challenges.

The Administrative Manager leads and oversees administrative services across the organization, ensuring consistent, high-quality support, efficient processes, and strong customer service. This role supervises administrative staff, maintains and improves systems and workflows, and serves as the escalation point for complex administrative and operational issues.

The Administrative Manager is expected to be fully proficient across administrative functions to support coverage, training, and continuous improvement, while ensuring alignment with organizational priorities, confidentiality requirements, and compliance obligations.

#### **Key Responsibilities:**

- Lead, coach, and supervise administrative staff across programs and sites
- Support recruitment, onboarding, scheduling, workload distribution, and performance management
- Ensure consistent delivery of reception, scheduling, records management, correspondence, and reporting services
- Act as the escalation point for urgent or complex administrative issues and service concerns
- Document, standardize, and improve administrative processes, tools, and workflows
- Lead change management related to process improvements and system updates
- Ensure compliance with privacy legislation, confidentiality standards, and organizational policies
- Support accreditation activities, audits, and administrative reporting
- Collaborate with leaders to align administrative capacity with service needs
- Coordinate administrative support for meetings, committees, and events

#### **Qualifications Required**

- Post-secondary education in Business or Office Administration, or equivalent experience
- Minimum 5 years of progressive administrative experience across multiple functions
- Minimum 3 years of supervisory or people-management experience

- Strong working knowledge of Microsoft 365 (Outlook, Word, Excel, Teams, SharePoint)
- Proven ability to document processes and implement service improvements
- Experience in healthcare, social services, education, non-profit, or government environments
- Training in leadership, project management, or continuous improvement
- Experience with scheduling, client management, or records management systems

### **Working Conditions**

- Valid driver's license and access to a vehicle required
- Primary location: 81 The East Mall, with regular travel to other sites
- Prolonged computer use; occasional lifting of office supplies
- Occasional early morning or evening work as required

**The George Hull Centre strives to uphold the values of Diversity, equity, anti-racism and inclusion. The Centre is committed to fostering a diverse workplace that is representative of the communities it serves. The Centre encourages applications from all applicants, including but not limited to Indigenous, Black and racialized groups, persons with disabilities and the LGBTQIA+ community. Accommodation for applicants is available throughout the recruitment and selection process.**

### **Hours of Work:**

- 36.25 hours per week
- Onsite

### **Benefits:**

- An excellent extended health benefit plan
- Generous vacation entitlements

**Additionally, we are proud to offer a Lifetime Retirement Pension.**

**For more information on our pension plan, please click on the link:**

**[www.caatpension.ca/pensionsfortalent](http://www.caatpension.ca/pensionsfortalent)**



Please submit **resume and cover letter** to:

HR Administrator

Email: [humanresources@georgehull.on.ca](mailto:humanresources@georgehull.on.ca)

*\*Please include position applying for in subject line.*

***We thank all those who apply, however, only those chosen for an interview will be contacted.***

**POSTING DATE:** April 14, 2026

**CLOSING DATE:** April 22, 2026