

TEEN CHALLENGE CANADA
Vehicle Donation Program
Administrative Assistant
Job Description

Terms of Employment:	Full Time (4-12 Month Contract)	Department:	Vehicle Donation Department
Position Type:	Administrative	Reports To:	Vehicle Donation Program Manager

POSITION SUMMARY:

The primary responsibility of the Vehicle Donation Program Administrative Assistant is to provide complete administrative tasks, licensing, Bills of Sale, answering calls, creating donation files, driving to the Ministry of Transportation to complete vehicle sales, and other tasks assigned. This is a 40-hour, 5-day per week role.

JOB DUTIES & RESPONSIBILITIES:

- Respond to telephone, email and in-person inquiries from the public and refer to the correct person internally
- Prepare and renew Ontario Motor Vehicle Industry, Canadian Personal Property Appraisers and Commercial Vehicle Operator's Registration documents
- Create and maintain donation files
- Enter mandatory transactions into Simply Accounting and CRM and forward invoices to the required individuals
- Perform data entry of insurance information
- Create and maintain new vehicle buyer accounts
- Maintain and track petty cash
- Perform checks for accuracy and issue tax receipts to donors
- Type forms, letters, reports, and memos as necessary
- Receive Purolator packages, track items, disperse, email receipts and notice of items
- Import online vehicle donations into the program database
- Maintain a high level of confidentiality in all interactions
- Other duties assigned by the Vehicle Donation Program

Other duties assigned by the Vehicle Donation Program Manager

QUALIFICATIONS:

- Minimum of Grade 12 high school diploma or equivalent preferred
- 1- 2 years of administrative experience preferred
- Valid Canadian driver's license and clean abstract
- Strong work ethic and positive team attitude
- Solid interpersonal skills that allow one to work effectively in a fast-paced environment
- Excellent customer service and troubleshooting skills
- Ability to learn, understand, interpret, communicate, and apply company policies
- Demonstrated ability to clearly transmit and receive information by email, phone and in person
- Proficient in Microsoft Office Productivity Software preferred
- Excellent attention to detail and ability to adapt to within a changing fast paced environment
- Ability to work under pressure and adhere to deadlines

WORKING CONDITIONS:

- Manual dexterity required to use desktop computer and peripherals
- Ability to sit for long periods of time and type at a computer
- Operate office equipment including computer, photocopier, scanner, phone, headset and other office equipment as necessary

Approved By:	Vehicle Donation Program Manager
Date Approved:	May 11, 2026
Date Reviewed:	May 7, 2026