



**Job # 13.19**

**Job Title:** Administration Assistant

**Closing Date:** May 10, 2019

**Location:** Toronto, ON

**Duration:** 8 weeks, 40 hours per week

**Salary Range:** \$14.00 / hour

**Job Type:** Summer

### **The Role**

Under the supervision of the Senior Administrator, the Administrative Assistant will provide support to the National Office staff and CCRW managers across Canada. His/her general duties will include general clerical tasks, such as drafting documents and answering telephones, as well as administrative jobs, including scheduling management and room bookings. The Administrative Assistant will also be responsible for drafting documents and correspondence, preparing reports, proofreading, scheduling, providing telephone support, transcribing, and data entry.

### **The main accountabilities for this position include but are not limited to:**

- general clerical tasks, such as drafting documents and correspondence, preparing reports, proofreading
- scheduling management and room bookings
- providing telephone support, transcribing, and data entry

### **Who are you:**

The Administrator assistant is an engaging and self-motivated individual with good communication skills with an outgoing nature. This individual is equally comfortable working independently and with accountability, as they are working as part of a small cohesive team.

### **Requirements to be considered for this job:**

- This position is funded by Canada Jobs and the person hired must be born after July 1, 1989, be a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* and is legally entitled to work according to Ontario regulations. International students are not eligible.
- This position is ideally suited for someone possessing or in the process of obtaining a post-secondary certificate or specialized diploma in administration. We are seeking candidates with one- or two-year college or similar programs specifically designed for administrative assistants or secretaries.
- Proven communications and interpersonal skills
- Creative, organized, innovative and enthusiastic



- Proficiency in MS Office Suite
- excellent typing, oral/written communication, and computer skills;
- able to work independently or on a team;
- operate general office equipment such as the copy machine, multi-line telephone system, and scanner;
- Previous experience working within a non-profit environment and with people with disabilities would be preferred

Interested applicants are invited to submit a cover letter and current resume to:

[Careers@ccrw.org](mailto:Careers@ccrw.org)

Please quote Job # 13.19

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

CCRW is committed to workplace inclusion. Candidates of diverse backgrounds are encouraged to apply. If you require an accommodation at any point in the application process for this position, please email

[careers@ccrw.org](mailto:careers@ccrw.org)