

## **Administrative Assistant (Student)**

**Location:** YWCA St. Thomas-Elgin, 16 Mary St. W. St. Thomas

**Hourly Wage (minimum):** \$14.50 for 30 hours per week for up to 16 weeks, depending on funding

**Anticipated Start Date:** May 12, 2019

### **Tasks & Responsibilities of Administrative Assistant:**

- Provide courteous, efficient and professional customer service to diverse population groups, clients, guests and public including directing to onsite services (Settlement Services, Local Immigration Partnership, Youth Engagement Program, Housing, Youth in Transition etc.;
- Work with multiple projects in a changing environment
- Screen, prioritize and direct telephone inquiries
- Use information and communication technologies including databases and software systems to receive event and program registrations and/or to process payments using a point of sale system,
- Receive, track and record cash, cheques,
- Operate and maintain office equipment and technological equipment
- Receive and distribute mail and packages
- Complete clerical tasks as requested
- Provide assistance for special events and help to facilitate events
- Support in coordination and promotion of events, development of communications materials and social media

### **Qualifications:**

- Must be going into or returning to post-secondary school in Sept
- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada

**Apply to Administrative Assistant position**

If you are interested in applying, please send a resume highlighting your experience in Admin to [jobs@ywcaste.ca](mailto:jobs@ywcaste.ca). Indicate the job title in the subject of the email.

We thank everyone who applies, but only those selected for interviews will be contacted.

*The YWCA St. Thomas-Elgin is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We welcome applications from all qualified persons. If you require accommodations, please notify us and we will work with you to meet your needs.*