

INTERNAL/EXTERNAL JOB POSTING (Job Posting #2018-31)



TITLE: Administrative Assistant (Summer Student)
POSITION STATUS: Full Time – Temporary
REPORTS TO: Executive Assistant

POSITION SUMMARY:

Reporting to the Executive Assistant, the Administrative Assistant. This position also supports the on-going administrative activities of the Bob Rumball Canadian Centre of Excellence for the Deaf and effectively develops strategies to deal with an array of projects and assignments while consistently maintaining the highest level of confidentiality and professionalism. The Administrative Assistant is responsible for providing exceptional customer service.

PRIMARY DUTIES

- Prepare and edit correspondence, communications, presentations and other documents
 - File and retrieve documents and reference materials
 - Conduct research, collect and analyze data to prepare reports and documents
 - Monitor, screen, respond to and distribute incoming communications
 - Receive and interact with incoming visitors
 - Liaise with internal staff at all levels
 - Interact with external clients
 - Coordinate project based work
 - Provide front desk relief
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QUALIFICATIONS

- Currently enrolled in Business administration or related fields
 - Previous experience in an administrative role an asset
 - Proficient computer skills and in-depth knowledge of Microsoft Office an asset
 - Knowledge of standard office administrative practices and procedures
 - Critical thinking and an ability to work well under pressure
 - Must be able to work flexible hours to meet internal/external requirements
 - Position may include travel between Toronto and Milton
 - Experience in project management and event planning is an asset
 - Excellent organizational, interpersonal and communication skills (written and verbal)
 - Possesses valid Ontario full G driver's license
 - Knowledge of ASL or a willingness to learn
 - French/LSQ an assets
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Interested candidates please email resume to: Human Resources at careers@bobrumball.org or fax to 416-449-8881

Please contact the above if you need accommodation at any stage of the application process.

PLEASE QUOTE JOB POSTING NUMBER YOU ARE APPLYING FOR

We thank all applicants in advance, however, only candidates selected for an interview will be contacted.

Posting Date: May 15, 2018

Closing Date: May 28, 2018

Start Date: June 4, 2018