



POSITION DESCRIPTION

Position Title: Junior Admin Assistant
Department: Various
Salary: \$20.00 per hour (High School) - \$24.00 per hour (College/University)
Term: Between 8 to 16 weeks
Location: 52 Legends Avenue
Position Reports to: Department Manager
Positions Supervised: NA

POSITION OVERVIEW

Under the direction of and reporting to the Department Manager, the Junior Admin Assistant is responsible for clerical and administrative services to the Department. They will also be responsible for ensuring all administrative work required of the department is completed in a professional and timely manner.

ESSENTIAL FUNCTIONS AND DUTIES

- Providing administrative support to various Departments
 - Retrieving and delivering files and records
 - Typing and scanning documents
 - Distributing office supplies
- Participate in the set-up and operation of special events and program activities
- Any other related duties as required and as requested by the Director.

PERFORMANCE MEASUREMENTS

Performance will be measured on a number of aspects, including, but not limited to:

- Completion of activities as outlined within the job description and any other associated workplans in a timely and culturally sensitive manner;
- Attend work as scheduled, on time, and consistently

QUALIFICATIONS AND COMPETENCIES

EDUCATION/CERTIFICATION/EXPERIENCE:

The following qualifications are desired:

- This position is an internship/training position and does not require specific education, experience or training.
- Must be a student (high school or university), ideally returning to studies in the fall

SKILLS/ABILITIES/KNOWLEDGE:

- Aptitude for working on multi-disciplinary and diverse teams,
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality,
- High level of productivity and able to seek and take direction,
- Exhibit adaptability and flexibility in daily work schedules/assignments,
- Able to develop positive working relationships, both internally and externally,
- Exhibit strong interpersonal and communication skills, both written and verbal
- Experience with MS Office (Word, Excel, PowerPoint and Outlook etc.) is an asset,

PLEASE SEND RESUME WITH COVER LETTER TO HR@CMMNS.COM WITH SUBJECT LINE 'SUMMER EMPLOYMENT'.