

Job ID : 47953

Administrative Assistant

Canada South Science City

Term Posted:	2017 to 2018
Date Created:	May 18, 2017 02:23 PM
Job Type:	Summer Employment
Application Deadline:	May 31, 2017 11:59 PM
Application Method:	Submit application directly to company email address

Job Posting Information

Job Type:	Summer Employment
Job Title:	Administrative Assistant
Job Location (City only):	Windsor
Job Location (Prov/State):	Ontario
Job Location (Country):	Canada
Salary:	\$11.40/hour
Job Category:	Administrative
Job Description:	Administrative Assistant <ul style="list-style-type: none">Hourly Wage Rate: \$11.40

	<ul style="list-style-type: none"> • 1 Position • Start dates and duration: starting on or about June 15, 2017 for eight weeks • 40 hours per week • The administrative assistant helps ensure the smooth operation of Canada South Science City by assisting the CEO and president in writing and distributing communications to the public and the press, <ul style="list-style-type: none"> ○ by scheduling and tracking volunteers, ○ recording and filing operational information including survey results and attendance data. • He/she will field inquiries from the public both verbally and in writing, help arrange weekly staff meetings, ensure health and safety protocols are followed, and make reports as needed. • To be effective in his/her position and in advancing the mission of Canada South Science City, including its role in advancing the understanding and appreciation of science and the environment and encouraging interest among youth of future careers in the STEM/ICT areas, the administrative assistant will need to become thoroughly familiar with the history, goals, and plans of the organization. • He/she will then be able to help the financial consultant in preparing materials for marketing and fundraising. • The position may also assist in the summer science camp program as required.
<p>Job Requirements:</p>	<p>Skills Required</p> <ul style="list-style-type: none"> • A current university or college student preferably studying science, mathematics, engineering, philosophy, psychology, education or business management • Highly organized • Exceptional communication skills, both verbal and written • Strong Microsoft Word, Excel and PowerPoint Skills, Publisher an asset <p>To be eligible for this position through the Canada Summer Jobs initiative, you must:</p>

	<ol style="list-style-type: none"> 1. Be between 15 and 30 years of age at the start of employment; 2. Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year; 3. Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the <i>Immigration and Refugee Protection Act</i> ; and 4. Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
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Application Information

Application Deadline:	May 31, 2017 11:59 PM
Application Material Required:	Resume
Application Procedure:	Submit application directly to company email address
If by email, send to:	richard.dumala@gmail.com
Application Instructions:	To apply please E-mail your resume to: richard.dumala@gmail.com
Eligible to work in Canada:	Yes

Company Info

Organization:	Canada South Science City
Division:	Canada South Science City
Website:	www.cssciencecity.com