



Administration Assistant – 8 week Term Position

Job Overview

The Administration Assistant will gain experience providing administrative support within all departments at TWCC including assisting with Corporate Event Planning. This is an 8 week term position beginning May 13, 2019 – July 5, 2019 open to youth between the ages of 18-30. This position is approved through Canada Summer Jobs, which is an initiative of the Youth Employment Strategy as part of the Government of Canada's commitment to help young people, particularly those facing barriers to employment, get the information and gain the skills, work experience and abilities they need to transition successfully into the labour market.

Requirements and Experience

- High School Graduate;
- Must be between 18-30 years of age at the start of employment;
- Strong computer skills, Microsoft Windows, Microsoft Office, and Windows programs WORD and EXCEL;
- Excellent verbal and written communications skills;
- Proven ability to meet deadlines and deliver on commitments;
- Effective organizational skills.

Summary of Accountabilities

- Provide administrative support to all departments, as directed;
- Assist with coordinating the logistical aspects of business requirements, such as meetings, seminars, workshops, special projects and events;
- Assist with research and data collection as required for departmental analysis;
- Receive inbound telephone calls, e-mails, and visitors to the office; refer and/or redirect calls, e-mails, or visitors as applicable;
- Type forms, letters, memos, newsletters and reports as necessary;
- Act as backup to reception when necessary;
- Assist with coordinating department office activities; troubleshoot or escalate basic office administration issues;
- Minute taking for meetings, committees etc;
- Assist with the preparation of presentations;
- Present a positive and professional image of the office to all visitors, suppliers, inquiries, and other interactions;
- Assist with any planning or implementation of organizational initiatives such as annual United Way Campaign and Golf Tournament;
- Assist with filing and maintenance of main filing system as required;
- Perform other duties as assigned.

Interested applicants are requested to submit a personal resume and cover letter to 419 Notre Dame Avenue, Winnipeg, Manitoba, R3B 1R3, fax (204) 946-5343, attn: Human Resources, or Email: resumes@twcc.ca

Closing date for applications is **May 10, 2019 at 5:00 p.m.**

We thank all those who apply. Only those applicants selected for an interview will be contacted.