



## Job Opportunity at The Centre for Skills Development & Training

**Job Number:** 291

**Job Title:** Project Assistant

**Department:** Skilled Trades

**Location:** North Service Road, Burlington

**Number of Positions:** 1

**Start Date:** October 2017

**Schedule:** 35 hours per week (some evening and/or weekend work may be required)

**Pay Rate:** \$21.42

**Reports To:** Site Coordinator

## Embark on a Bright Future with The Centre for Skills Development & Training

Are you entrepreneurial, client-focused and committed to team work and excellence? Do you enjoy working with clients from diverse backgrounds? If you want to work for a recognized leader in career and workforce development, then consider a career with The Centre for Skills Development & Training!

Headquartered in Burlington, Ontario, with locations in Oakville, Milton and Clarkson, The Centre delivers high calibre employment services, ESL & immigrant services, skilled trades training and literacy upgrading. Providing people with opportunities to build a better future and making a positive impact on peoples' lives is integral to the business of The Centre.

For more information, visit: [thecentre.on.ca](http://thecentre.on.ca)

## The Opportunity

### **These are your responsibilities:**

#### **Reception**

- Answer general phone and e-mail inquiries using a professional and courteous manner.
- Direct phone inquiries to the appropriate staff members.
- Reply to general information requests with the accurate information.
- Greet clients to the site in a professional and friendly manner.
- Conduct reminder calls to encourage potential clients to attend information sessions.

**The Centre**  
for Skills Development & Training



**Office administration**

- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Prepare and send outgoing faxes, mail, and courier parcels.
- Forward incoming general e-mails to the appropriate staff member or provide a timely and accurate reply.
- Forward voice mail from the general mailbox to the appropriate staff member.
- Purchase, receive and store the office supplies ensuring that basic supplies are always available.
- Code and file material according to the established procedures.
- Update and ensure the accuracy of the department’s databases.
- Provide secretarial and administrative support to management and other staff.
- Prepare and maintain tracking files.
- Input student attendance and prepare payroll information for participants as required.
- Prepare students folders for all programs.

**Assist with financial management**

- Assist Trades Administrator with the collection and recording of payments.
- Provide ‘back up’ support to Trades Administrator to: enter financial transactions in QuickBooks; provide clients with accurate receipts; follow up with delinquent accounts and other duties as requested.
- Prepare and distribute statement of accounts.
- Use computer software to prepare invoices and financial statements.
- Generate Purchase Orders / Visa requests for the department using File Maker Pro.
- Code and file financial material according to established procedures.
- Month end duties as required.

**Provide classroom support for all Skilled Trades programs**

- Prepare student files and photocopy necessary documents for file; enter into database.
- Assist in the start-up of new classes; oversee the printing of documents using external vendors; copying classroom material; student binders.
- Order student supplies, based on instructors’ purchase lists and in accordance with the established purchasing process.
- Assist with copying and basic administrative support for instructors throughout the duration of the program (research, copying, typing, proofreading, etc.).
- Prepare student transcripts and certificates for end of program.



**What you need to bring to this job:**

To perform this job successfully, an individual must be able to perform each essential duty listed above satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Employees who do not possess the requirements for a job at the time of hire are expected to attain the skills, knowledge and abilities required within a specified period as agreed upon, in writing, with the hiring Manager. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

**Educational Requirements:**

- Post-secondary diploma, degree, or an equivalent combination of experience and education.

**Work Experience Requirements:**

- Work experience required, minimum 3 years' experience in an administrative support role.
- Experience in an administrative support role within a social services, career development, educational, skilled trades or manufacturing setting is preferred.

**Technical Requirements:**

Equipment: Computer, Fax Machine, Printer, Photocopier, Projector, and Telephone  
 Software: Word, Excel, Outlook, PowerPoint  
 Other: Internet  
 Intermediate level with current computer systems and MS Office software, including creating MS Excel spreadsheet reports, inputting data into and creating reports using online databases, and performing standard word processing functions

**Other Job Requirements:**

- Experienced in working with adults from diverse backgrounds.
- Demonstrated experience in working in a multicultural environment.
- Excellent customer service and interpersonal skills essential – always being aware of professional boundaries.
- Able to work effectively in a fast-paced, customer service focused environment.
- Exceptional organizational skills with outstanding ability to attend to details.
- History of taking a professional and cooperative team approach, projecting a positive attitude at all times.
- Results-oriented and self-motivated; take initiative to ensure a high standard of service delivery.
- Broad-based knowledge of Halton / Peel based community services an asset.
- Proficiency in languages other than English, an asset.



- Access to a reliable vehicle, possession of a valid driver's license, and willingness to travel throughout Halton and Peel regions as required.
- Available to work day, evening and/or weekend shifts on a rotating schedule as required.

**Please e-mail or fax your resume and cover letter to:**

Human Resources  
The Centre for Skills Development & Training  
E-mail: [resumes@thecentre.on.ca](mailto:resumes@thecentre.on.ca)  
Fax: 905-634-2775

**Application Deadline: Friday, September 22, 2017 by noon.**

In order to be considered, all applications must include the job number and title in the email subject line or on the cover sheet if faxing.

We thank all applicants for their interest in The Centre, however, only those selected for an interview will be contacted. If contacted for an interview, please inform us should accommodation be required.

In the spirit of the Human Rights Code, we ask that resumes not include personal data such as age, health, marital and family status.