

JOB REQ.#: 2019-QCIC-039

POSTING TITLE: Jr Resource and Information Specialist, Centre for Education and Training

HIRING DEPARTMENT: Employment Services

TERMS OF EMPLOYMENT: Casual

REPORTING TO: Coordinator

LOCATION: Brampton East - 263 Queen Street East

START DATE: July 2, 2019

END DATE: August 26, 2019

SALARY: 14.56 - 14.56, Hourly + 4% Vacation

LENGTH OF (CONTRACT) 8 Weeks

BENEFITS: No

NO OF POSITIONS: 1

SUMMARY:	The Junior Resource & Information Specialist will assist in providing resource and information assistance to clients utilizing the Employment Service centre site to address their employment needs. In this role the Jr. Resource & Information Specialist will provide administrative assistance and support to the Employment Services Team.
DUTIES & RESPONSIBILITIES:	<ul style="list-style-type: none"> • Welcome and direct clients in the use of the Resource & Information Services of the Employment Services Centre • Research and provide assistance with information on the local labour market, career and occupations, education & training as well as employment opportunities and job search strategies • Assist in updating job boards and communications such as email, voice mail and social media • Assist in the tracking of client inquiries and activities for reporting purposes • Assist with the organization of workshops and special events in the Employment Services Centre • Provide assistance with administrative services including general office supports • Provide support to clients utilizing computer resources as well as other centre resources • Conduct outreach activities for the promotion of ES Services as required
QUALIFICATIONS:	<ul style="list-style-type: none"> • Be between ages 15 and 30 years of age at the start of employment. • Have been registered as full-time students in the previous academic year and must intend to return to school on a full-time basis in the next academic year. Preference will be given to those students studying in a related field. • Be Canadian Citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act and; • Must be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations • Possess solid administrative skills and have a demonstrated ability in the use of MS office products, web browsers and online research tools • Experience working in a customer service or direct delivery of services to the public • Knowledge of labour market and job search strategies would be considered an asset • Excellent communication, interpersonal and customer service skills • Enjoy a wide variety of tasks in a fast paced environment • Strong team player, with the ability to prioritize and problem solve • Experience working with diverse cultures in a customer service capacity • Knowledge of the local community would be considered an asset.
OTHER DETAILS:	