

JOB REQ.#: 2019-QCIC-036

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

HIRING DEPARTMENT: Employment Services

TERMS OF EMPLOYMENT: Casual

REPORTING TO: Coordinator, Employment Services

LOCATION: Malton - 7420 Airport Road Suite 104

START DATE: May 17, 2019

END DATE: July 12, 2019

SALARY: 14.56 - 15.14, 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 face 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: Thank you in advance for your interest. Only those candidates selected for interviews will be contacted.

OUR AODA COMMITMENT: The Centre for Education & Training (TCET) is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, TCET will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring supervisor upon scheduling your interview.