

# Working Skills Centre

## Lettershop Assistant

Position Type: Unpaid Volunteer Position  
Location: Toronto (downtown)

Date Ad Posted: 10/10/08  
Application Deadline: 10/30/08

WSC is currently seeking a Mailroom Assistant to provide support to Mailroom and WSC staff.

### **Responsibilities:**

- Schedule weekly job orders while interfacing with Customer Service Representative and Mailroom Coordinator for information
- Production planning – set up different jobs and give instructions to the trainees & casual workers
- Oversee the production and quality control
- Data entry using Excel and Access
- Bridging between the Bookkeeper and Mailroom Coordinator in the area – update accounts receivables, cheques received, and unpaid invoices
- Mail processing – customer service, booking couriers, and labelling

### **Qualifications:**

- Fluent in verbal and written use of the English language with minimum CLB level 4 or 5
- Intermediate level of Microsoft Excel, Access, and Word with typing speed 40 wpm
- Minimum grade 12 education
- Able to be patient while giving instructions to individuals with limited language skills
- Desire to work with mail processing machines
- May be expected to deal with heavy boxes weighing 30-40 pounds with the assistance of another team member

### **Job Contact Information**

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For more information visit: [www.workingskillscentre.com](http://www.workingskillscentre.com)