

Working Skills Centre

Receptionist/Administrative Assistant

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

Date Ad Posted: 10/10/08
Application Deadline: On-going

WSC is currently seeking an individual to provide Reception duties and administrative support to WSC and its staff.

Responsibilities:

- Answer incoming calls, respond to inquiries, transfer calls, and park, and page
- Make outgoing calls to carry out duties
- Provide general information to walk in inquiries
- Give instructions to students such as class locations
- Photocopying/ Faxing using Pitney Bowes M35N machine
- Collect and document money charged to students for photocopies and printing.
- Issue receipts for money collected for certificates and diplomas
- Produce documents and assessment of tests using Word, Excel, and Access
- Prepare punch cards biweekly
- Enter information into WSC database

Qualification:

- Reception certificate or equivalent experience in Meridian or other switchboard with a minimum of 6 lines and 25 extensions. Training is available.
- Able to handle simultaneous phone calls in a busy environment
- Patient and professional manner with callers, staff, and walk in inquiries
- Fluent in verbal and written use of the English language with minimum CLB level 6
- Able to provide information in a timely manner by phone and in-person interactions
- Intermediate to Advanced level of Word, Excel, and Access. Training available.
- Strong interpersonal and communication skills

Job Contact Information

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For more information visit: www.workingskillscentre.com