

OFFICE ASSISTANT

FULL-TIME SUMMER CONTRACT

Through the Canada Summer Jobs Program, Thunder Bay Counselling is currently seeking a qualified individual to fill a full-time summer employment opportunity. Responsibilities will include assisting with a variety of administrative activities such as greeting clients, data entry and file management, providing information to the public and participating in promotional activities.

Position Details

- Period of Employment: June 24 to August 16, 2019
- Hours per week: 35
- Hourly rate: \$15.00 plus 10% in vacation pay and in lieu of benefits

Qualifications

- Post secondary education in either a business administration or social services field
- Experience with customer service
- Administrative experience in a professional office environment
- Comfort in liaising with diverse populations
- Under the Canada Summer Jobs requirements, qualified applicants are also required to be:
 - Between the ages of 15 and 30
 - A Canadian citizen, permanent resident, or person whom refugee protection has been conferred
 - Legally entitled to work in Ontario.



ABOUT

Thunder Bay Counselling

Thunder Bay Counselling provides counselling, education and support services to help people make positive changes in their lives. Our clients are from diverse backgrounds and cultures. They are men, women, children, youth, seniors, couples, families, employees and employers.

Thunder Bay Counselling offers a competitive compensation package with excellent benefits.

APPLICATION DEADLINE:

Friday, May 24th, 2019
4:30 p.m.

Qualified applicants are invited to submit their electronic applications, including covering letter and resumes to:

Allane Danchuk
Director of Business & Finance
careers@tbaycounselling.com

Thunder Bay Counselling is an equal opportunity employer. Applications are welcomed from visible minority groups, Indigenous persons, members of sexual minority groups, persons with disabilities and others who may contribute to the further diversification of ideas. Accommodations are available upon request at any stage in the selection process.

Only those granted an interview will be contacted.