

SUMMER STUDENT – Administrative Support (Temporary)

One (1) Position

Closing Date: May 11, 2018

Rate of Pay: \$15.35 per hour

Monday to Friday, 30 hours per week, exact schedule to be determined.

*A satisfactory Criminal Record Check from the Ministry of Justice is required.

Key Duties and Responsibilities:

Provides a variety of administrative duties as part of the Administrative Team to all levels of the organization.

Responds to outside inquiries about services offered by the organization. Maintains activities and provides data entry in both database and spreadsheet formats.

Provides word processing, data input and typing support such as correspondence, meeting minutes, forms and client information; drafts routine correspondence such as thank you letters, client appointment letters and internal memoranda.

Arranges meetings, schedules appointments and makes travel arrangements; books rooms for meetings. Prepares agendas and takes minutes at meetings as required.

Eligibility Criteria:

Candidates are eligible for summer student employment if they:

- a) are currently enrolled and returning to post-secondary studies;
- b) is a Canadian Citizen, permanent resident, or a person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- c) is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

*Foreign Students are not eligible.

Education and Experience:

Preference will be given to those with some previous administrative support experience.

How to Apply:

Please submit your resume, stating which position you are applying for to
Human Resources, Venture Training
Online: jhackman@vdacl.ca or
Fax: 250-549-3394

By making application, you are authorizing Venture Training to verify, through whatever means deemed appropriate, any information included in your applicant profile.

We thank all applicants; however, only those candidates selected for an interview will be contacted.