



## **Administration Assistant – Summer Position**

### **Job Overview**

Reporting to the Director of Business Support, the Administration Assistant will gain experience providing administrative support within all departments at TWCC. This is a summer position beginning May 14, 2018 – August 31, 2018 open to full-time post-secondary students who are returning to full-time studies in the fall 2018.

### **Qualifications and Experience**

- Post-Secondary student in Business Administration or related field preferred;
- Strong computer skills, Microsoft Windows, Microsoft Office, and Windows programs WORD and EXCEL;
- Excellent verbal and written communications skills;
- Self-discipline and self-starter;
- Proven ability to meet deadlines and deliver on commitments;
- Effective organizational skills.

### **Summary of Accountabilities**

- Provide administrative support to all departments, as directed;
- Assist with coordinating the logistical aspects of business requirements, such as meetings, seminars, workshops, special projects and events;
- Assist with research and data collection as required for departmental analysis;
- Receive inbound telephone calls, e-mails, and visitors to the office; refer and/or redirect calls, e-mails, or visitors as applicable;
- Type forms, letters, memos, newsletters and reports as necessary;
- Act as backup to reception when necessary;
- Assist with coordinating department office activities; troubleshoot or escalate basic office administration issues;
- Minute taking for meetings, committees, etc;
- Assist with the preparation of presentations;
- Present a positive and professional image of the office to all visitors, suppliers, inquiries, and other interactions;
- Assist with any planning or implementation of organizational initiatives such as annual United Way Campaign and Golf Tournament;
- Assist with filing and maintenance of main filing system as required;
- Perform other duties as assigned.

Interested applicants are requested to submit a personal resume and cover letter to 419 Notre Dame Avenue, Winnipeg, Manitoba, R3B 1R3, fax (204) 946-5343, Attn: Human Resources, or Email: [resumes@twcc.ca](mailto:resumes@twcc.ca)

Closing date for applications is **May 7, 2018 at 5:00 p.m.**

We thank all those who apply. Only those applicants selected for an interview will be contacted.