



JOB POSTING

Title:	Office Assistant, West Central Ontario Region
Reporting to:	Regional Manager
Hours:	Monday to Friday 8:30 am to 12:30 pm (20 hours per week)
Employee Classification:	Contract position to coincide with school year (position resumes 2 weeks before Labour Day). Contract renewable until March 31, 2014 with the possibility of this position becoming permanent.
Salary:	\$13.50 per hour
Location:	West Central Ontario office, 31 Queen Street, Morriston, Ontario
Application Deadline:	Monday, January 30, 2012

Please e-mail your cover letter and resume to: careers@scientistsinschool.ca
We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Position Summary:

As a key member of the regional team, this position is responsible for ensuring that the goals and programs of Scientists in School are effectively fulfilled. This is accomplished through a wide range of operational/administrative support to Scientists in School's customers, presenters and staff, including data entry and fielding customer inquiries.

Accountabilities:

1. Demonstrates a commitment to the organization's vision to perform a broad range of tasks related to the day-to-day administering and coordinating of operational activities.
2. Provides excellent customer service support to participating schools. This involves maintaining the data base and customer records, as well as processing booking requests, and timely communication on phone and email inquiries.
3. Ensures data is accurately entered into Microsoft Great Plains and generates reports using Excel. Processes high volume of data entry during peak booking times.
5. Distributes information and mailings to presenters, schools and staff.
6. Orders office supplies and coordinates printed materials for region.
7. Provides administrative support for the Regional Manager and Team Leaders.
8. Contributes to special projects and initiatives as needed.

Competencies (i.e. skills and knowledge)

1. Excellent interpersonal, communication and customer service skills. Demonstrated ability to communicate in a friendly and professional manner to support establishing and maintaining effective working relationships with individuals within and outside of the organization.
2. Strong keyboarding skills and intermediate skills with Microsoft Office (Outlook, Word, Excel, Power Point) and internet. Experience with database applications, Microsoft Great Plains a strong asset.
3. College diploma, combined with 2 years experience in office administration.
4. Demonstrated ability to work independently, take initiative and also work collaboratively in a team environment.
5. Ability to write clear and effective correspondence.
6. Proven organizational skills and ability to set priorities.
7. Ability to effectively balance numerous tasks/projects.
8. Ability to manage a high-volume, fast-paced work environment.
9. Must be discrete, thorough, efficient and detail-oriented.