



TEMPORARY VACANCY

ADMINISTRATIVE ASSISTANT (PROGRAM DEVELOPMENT)

Location: Markham Office, 675 Cochrane Drive, Suite 710, East Tower, Markham, ON, L3R 0B8

Wage: Schedule 1 employee as defined in the Collective Agreement between COPE 343 and WHSC. Wages per week: \$1,263.27 + 14% in lieu of benefits.

The Workers Health and Safety Centre (WHSC) requires two full-time Administrative Assistants in our Program Development department for a period of up to ninety (90) days, with the possibility of contract extensions up to one year, to assist our efforts to provide high-quality occupational health and safety training services. More information about WHSC can be found at <https://www.whsc.on.ca/Home>.

WHSC is committed to fostering a workplace that is both inclusive and representative of the communities we serve. To meet these objectives, we invite all qualified candidates from diverse backgrounds to apply. It is WHSC Policy that all employees work in an inclusive environment that acknowledges and promotes equal rights for all persons, including those with disabilities, as outlined in the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*. Please be advised that disability accommodation is available upon request.

Applications will be accepted until **4:00pm, Friday, September 15, 2023**. If interested, please contact careers@whsc.on.ca.

Required Knowledge and Qualifications:

- Good technical knowledge of office administration, word processing, desktop publishing and records maintenance. Demonstrated proficiency in Adobe InDesign;
- College diploma or equivalent experience in office administration;
- Excellent oral and written skills;
- 3 years of general office experience;
- Word processing 60 w.p.m. minimum;
- Proficient in Windows operating system, MS Office, MS CRM, MS Outlook;
- Good communication skills;
- Capacity to work collaboratively across multi-disciplinary groups, both internally and externally, to meet departmental and organizational objectives, as required;
- Experience effectively working with unions and/or other social justice organizations preferable.

Responsibilities and Duties:

- Compose, format and word process letters, memos and documents;
- Performs general office/administrative duties including photocopying, filing, requisitioning of office supplies;
- Collate, assembling and mailing of promotional packages and materials;
- Layout documents and manuals in Adobe InDesign;
- Adhere to WHSC operating processes, policies and procedures;
- Perform other duties as assigned.