



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

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Administrative Trainee - Essential Skills Program For Indigenous Youth

Job ID	57-00-CC-4D-46-24	
Web Address	https://careers.indigenous.link/viewjob?jobname=57-00-CC-4D-46-24	
Company	City Of Toronto	
Location	Various, Across Canada	
Date Posted	From: 2022-08-11	To: 2022-08-21
Job	Type: Various	Category: Office
Job Salary	\$19.48 - \$21.35 Hr 35 Hours Per Week	
Languages	English	

Description

Toronto is Canada's largest city, the fourth largest in North America, and home to a diverse population of about 2.8 million people. Consistently ranked one of the world's most livable cities, we are a global centre for business, finance, arts and culture. Join the award-winning Toronto Public Service as an Administration Trainee, providing administrative support and assistance as part of the Essential Skills Program for Indigenous Youth.

The City of Toronto is committed to fostering a position and progressive workforce reflecting the citizens we serve and promoting diversity at all levels in a dynamic and inclusive environment.

The Essential Skills is a paid, entry level employment opportunity that offers you employability skill building in professional settings across the City Of Toronto. The four month program assists you in developing valuable work skills, providing additional tools and resources that can help you set yourself up for future career success, and creating pathways for employment within the City.

While we encourage applicants from qualified Indigenous, First Nations, Inuit and Metis Youth (between the ages of 18-35).

Please note: the applicant pool from this job posting will be used for Essential Skills Program for Indigenous Youth. These employment opportunities will be in various divisions across the City of Toronto.

Major Responsibilities:

Your primary responsibilities as an Administration Trainee will be varied. Specifically, you will:

Assist with various office functions such as filing, data entry, photocopying, sending faxes etc

Receives/logs data/information received

Collects data for others to analyze and process

Assist with organizing and presenting data collected, may utilize software packages

Inputs/retrieves/updates/maintains data

Assist others with drafting documents, correspondences etc

Assist with financial transactions and makes calculations

Answers inquiries, provides general information, takes messages and directs inquiries to appropriate staff to answer questions/handle requests

Assist with setting up meetings, records and circulates data

Assist with mail/supply collection, inventory, sorting and distribution

Assist with packing, loading, lifting, moving, delivering, setting up, maintaining and unpacking supplies, equipment, furniture etc

Travels to various locations and/or special events to provide assistance

Experience

Key Qualifications:

Experience in performing administration or clerical support duties or equivalent combination of education and experience

Experience using computer software including Microsoft Office Suite (i.e. Word, Excel, PowerPoint etc)

Experience providing customer service and responding to inquiries via telephone, email and in person

Strong problem solving and analytical skills

Strong organization and time management skills, ability to set priorities, meet deadlines and work cooperatively within a team

Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing in an efficient and diplomatic manner

Ability to work independently with minimal supervision and as a member of a team

Ability to provide excellent customer service to clients and members of the public

Ability to exercise independent judgment and discretion in dealing with confidential matters

Ability to work under tight time constraints and meet deadlines

Ability to work shifts as assigned, including evenings and weekends

Other

Notes:

We encourage you to share how your lived experience has informed your approach to work and employment.

All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's Mandatory Vaccination Policy.

Candidates will be required to show proof of vaccination during the recruitment process.

Equity, Diversity and Inclusion:

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve.

Learn more about the City's commitment to employment equity.

How to Apply

Click "Apply Now"