



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.Links 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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Administrative Coordinator

Job ID	84-E2-CB-5E-DC-2E	
Web Address	https://careers.indigenous.link/viewjob?jobname=84-E2-CB-5E-DC-2E	
Company	Ballet Jorgen	
Location	Toronto, Ontario	
Date Posted	From: 2023-04-24	To: 2023-06-23
Job	Type: Fixed-term	Category: Office
Job Start Date	June 5, 2023	
Job Salary	\$16/hour	
Languages	English	

Description

The Administrative Assistant provides administrative and clerical support at Ballet Jorgen to ensure the daily operations of the Company run efficiently and effectively. This position is an excellent entry level position for anyone who is interested in working in the arts and/or non-profit industries, exposing the individual to all aspects of arts administration.

The Administrative Assistant will assist with general office administration, including document management and phone/email communications. The Administrative Assistant will provide help with data entry and records handling in the Company's Raiser's Edge Database (the training will be provided). The position will require exceptional time management and organizational skills, and the ability to multitask as it often requires switching between different tasks throughout the day.

Responsibilities include but are not limited to:

- Filing, photocopying, scanning
- Managing the Company's general email inbox and main telephone line
- Maintaining Raiser's Edge Database (data entry, record processing)
- Research
- Assistance with some accounting (help with invoices, managing deposit logs)
- Coordinating studio rentals (scheduling, invoicing, communicating with renters)
- Ordering and keeping inventory of office supplies
- Processing and distributing mail
- Assisting with in-person and virtual events as required
- Other duties as required

Essential Skills

Requirements:

- Proficiency with Microsoft Word and Excel is a must
- Some experience with Outlook, Office 365 and SharePoint is a major plus
- French is an asset
- Knowledge of and experience with Wordpress is an asset

- Strong written and verbal communication skills
- Punctual and able to perform tasks independently
- Ability to learn quickly and take initiative
- Exceptional attention to detail

Work Environment

Hours: 8 weeks (35 hours/week); working hours are between 8am-5pm Monday-Friday.

Location: Ballet Jorgen Head Office 160 Kendal Ave, Bldg. C, Rm. 126, Toronto, ON M5R 1M3

Other

This position is made possible through the Government of Canada's Summer Jobs program.

To apply, you must be between 15 and 30 years of age at the start of employment and a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

How to Apply

Please send your resume and cover letter with the subject "Administrative Assistant" to info@balletjorgen.ca by May 21, 2023. We thank all applicants, however only those selected for an interview will be contacted.