



newcomer women's services toronto

WHO IS HIRING

Office Administration/Clerical Support Job Openings (Updated on August 2)

Resource: Canada Job Bank <http://www.jobbank.gc.ca/>

Job Number: 5842564

Title: Secretary-clerk (Store Secretary/POS Assistant) (NOC: 1241)

Terms of Employment: Permanent, Full Time, Weekend, Day, Evening

Salary: To be negotiated, Mileage Paid, Disability Benefits, Life Insurance Benefits, Group Insurance Benefits, Pension Plan Benefits, RRSP Benefits

Anticipated Start Date: As soon as possible

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: No experience

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows, Electronic mail, Word processing software, Spreadsheet software, Database software, Internet browser

Typing (Words Per Minute): 0 - 40 wpm

Shorthand (Words Per Minute): 0 - 40 wpm

Area of Specialization: Reports and records

Specific Skills: Maintain filing system, Answer telephone and relay telephone calls and messages

Additional Skills: Train other workers

Security and Safety: Bondable

Transportation/Travel Information: Own transportation, Travel expenses paid by employer

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks



Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

Employer: Sheridan Nurseries

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

By E-mail: toamo@sheridannurseries.com

Business Profile: Canada's largest nursery since 1913 has: Retail, Propagation, Container and Field Growing, Perennials, Distribution, and Head Office staff.

Web Site: <http://www.sheridannurseries.com>

Advertised until: 2011/08/04

Job Number: 5845816

Title: Educational assistant (Registrar/Student Services (OSAP training)) (NOC:6472)

Terms of Employment: Permanent, Full Time, Day, Evening

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): Not required

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Work Periods: Regularly or daily

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Attention to detail

Transportation/Travel Information: Own vehicle, Valid driver's licence, Public transportation is available

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Job task planning and organizing, Finding information, Computer use, Continuous learning

Employer: 520341 Ontario Lts. o/a ARP Track Productions

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

Contact Name: Ruzanna Khachiyants
By E-mail: toronto@recordingarts.com

Business Profile: Private Vocational College specializing in Digital Arts including Sound and Music Recording , Digital Media and Game Design

Web Site: <http://www.recordingarts.com>

Advertised until: 2011/08/05

Job Number: 5870622

Title: Administrative co-ordinator (Property Coordinator) (NOC: 1221)

Terms of Employment: Permanent, Full Time, Day

Salary: \$27,000.00 to \$32,000.00 Yearly for 37.5 hours per week

Anticipated Start Date: As soon as possible

Location: TORONTO, Ontario (2 vacancies)

Skill Requirements:

Education: Completion of high school

Experience: Will train

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail



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Specific Skills: Ensure deadlines are met, Ensure procedures are followed

Security and Safety: Basic security clearance

Work Conditions and Physical Capabilities: Work under pressure

Essential Skills: Reading text, Writing, Oral communication, Working with others, Problem solving, Decision making

Other Information: Prop. maintenance co. has immed. openings for property coordinators to manage portfolio of properties nationwide. Bilingual (French/English) an asset.

Employer: Keyprime Inc.

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

Contact Name: Crystal Ranger

By E-mail: crystal.ranger@keyprime.com

Advertised until: 2011/08/07

Job Number: 5873226

Title: Event co-ordinator (Programming & Campus Life Coordinator) (NOC:1226)

Terms of Employment: Permanent, Full Time, Day

Salary: \$48,000.00 Yearly for 40 hours per week, As per collective agreement, Medical Benefits, Dental Benefits, RRSP Benefits, Vision Care Benefits

Anticipated Start Date: 2011/08/04

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school, Completion of college/CEGEP/vocational or technical training, Completion of university

Credentials (certificates, licences, memberships, courses, etc.): Not required

Experience: No experience

Languages: Speak English, Read English, Write English

Type of Experience: Special events, Meetings

Number of Participants and Length of Activity: Over 400 participants, 2-4 days

Work Experience: Trade associations, University or college, Community organization

Main Responsibility: Planning and management, Co-ordination

Planning and Management Skills: Promote conference and meeting services or special events, Inspect and select sites, Develop business plans, Develop marketing and communication plans, Develop media strategies and public relations activities, Prepare, present and manage budgets, Develop financial procedures, Develop sponsorship, partnership or fundraising programs, Solicit event donors, Review bids and negotiate costs, Determine requirements for hospitality services, signage, multi-media equipment, printing and other technical services, and arrange for and manage contracts for these services, Arrange and manage contracts for entertainment, activities and attractions for special events, Plan and arrange for accommodation and transportation services, Plan and arrange for trade shows and exhibits, Plan schedules, goals and objectives, Develop registration systems and information materials, Plan for required documentation and for pre- and post-distribution of documentation (itineraries, evaluations etc.), Research and design special events programs, Plan for translation and interpretation services, Plan for on-site offices, Plan for traffic and crowd control and security, Plan for social events and guest programs, Develop policies and procedures and attend to other management responsibilities, Prepare final financial and other reports, Manage Event Logistics, Identify human resources requirements

Coordination Skills: Assist in budget preparation, Administer revenues and expenditures and assist in preparing financial reports, Assist in site selection and attend to related details, Confirm and co-ordinate speakers, Implement social programs, food and beverage, transportation, and other services, Set up and monitor, or arrange for the setting up and monitoring of multi-media equipment, Arrange for shipping, receiving and storage, Implement registration systems, Coordinate media services, Coordinate set-ups, staging, seating, parking, communication systems and other details for special events, Coordinate and monitor conference and meeting activities and attend to related details, Arrange for production or purchase of promotional products

Additional Skills: Develop risk management plans, Develop and monitor emergency security plans, Recruit and supervise volunteers

Business Equipment and Computer Applications: Spreadsheet software, Windows

Work Conditions and Physical Capabilities: Handling heavy loads, Attention to detail, Work under pressure, Tight deadlines, Fast-paced environment

Ability to Supervise: Working groups

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning



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Employer: York Federation of Students

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

By E-mail: executivedirector@yfs.ca

Web Site: <http://www.yfs.ca>

Advertised until: 2011/08/07

Job Number: 5899800

Title: Office administrator (**NOC: 1221**)

Terms of Employment: Permanent, Full Time, Day

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school, Completion of college/CEGEP/vocational or technical training

Experience: 7 months to less than 1 year

Languages: Speak English, **Speak French**, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Electronic scheduler, Word processing software, Spreadsheet software, Project management software, Accounting software, Inventory control software, Internet browser

Specific Skills: Establish work priorities, Ensure deadlines are met, Ensure procedures are followed, Carry out administrative activities of establishment, Review, evaluate and implement new administrative procedures, Oversee and co-ordinate office administrative procedures

Security and Safety: Basic security clearance

Transportation/Travel Information: Own transportation, Public transportation is available

Work Location Information: Urban area



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Work Conditions and Physical Capabilities: Fast-paced environment, Tight deadlines

Essential Skills: Reading text, Document use, Numeracy, Oral communication, Working with others, Problem solving, Critical thinking, Significant use of memory, Finding information, Computer use, Continuous learning

Employer: Ideal Fine Cars

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

Online: <http://careers.idealfinecars.com/>

Advertised until: 2011/08/07

Job Number: 5889727

Title: Clerk, general office (mechanic shop) (NOC: 1411)

Terms of Employment: Permanent, Full Time

Salary: \$12.00 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto North, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: Will train

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, MS Word, Excel

Typing (Words Per Minute): 0 - 40 wpm

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Finding information, Computer use



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Employer: Abrams Towing Services

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

By Fax: (416) 398-6189

By E-mail: hr@abrams.ca

Online: <http://www.abrams.ca>

Web Site: <http://www.abrams.ca>

Advertised until: 2011/08/09

Job Number: 5895232

Title: Office clerk (Junior) (NOC: 1411)

Terms of Employment: Permanent, Full Time, Day

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Scarborough, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: Will train

Languages: Speak English, Read English, Write English

Other Information: Speak, read, and write French an asset.

Employer: Skanna Systems Investigations

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

By E-mail: hire@bellnet.ca



Web Site: <http://www.skanna.com>

Advertised until: 2011/08/11

Job Number: 5895694

Title: Administrative assistant (**NOC: 1411**)

Terms of Employment: Permanent, Part Time, Day

Salary: To be negotiated

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Some university

Experience: No experience

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Word processing software, MS Word, Excel

Typing (Words Per Minute): 41 - 60 wpm

Specific Skills: Type and proofread correspondence, forms and other documents, Receive and forward telephone or electronic enquiries, Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Sort, process and verify applications, receipts and other documents, Process incoming and outgoing mail manually or electronically, Send and receive messages, Perform basic bookkeeping tasks, Prepare equipment or software for type of document, Order supplies and maintain inventory, Photocopy and collate documents for distribution, mailing and filing

Security and Safety: Criminal record check

Work Conditions and Physical Capabilities: Fast-paced environment, Sitting for extended periods

Essential Skills: Reading text, Writing, Oral communication, Problem solving, Critical thinking, Computer use

Employer: Campus Living Centres

How to Apply:



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By E-mail: info@macfeegle.com

Advertised until: 2011/08/11

Job Number: 5874720

Title: Administrative secretary (Book Keeper) (NOC: 1241)

Terms of Employment: Permanent, Part Time leading Full Time, Day

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Etobicoke, Ontario (1 vacancy)

Skill Requirements:

Education: Some college/CEGEP/vocational or technical training

Experience: No experience

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Electronic scheduler, Word processing software, Spreadsheet software, Accounting software, Internet browser

Typing (Words Per Minute): 0 - 40 wpm

Shorthand (Words Per Minute): 0 - 40 wpm

Employer: Royal Fort Restoration Inc.

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

Contact Name: Fuad Magamis

By E-mail: fuad@royalfortrestoration.com



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Advertised until: 2011/08/14

Job Number: 5894883

Title: Business receptionist (Customer Service Representative) (**NOC: 1414**)

Terms of Employment: Permanent, Part Time, On Call, Weekend, Day, Evening

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Work Setting: Not-for-profit organization

Business Equipment and Computer Applications: Switchboard 1-25 lines, Windows, General office equipment, Electronic mail, Word processing software, Spreadsheet software, Presentation software, Internet browser

Typing (Words Per Minute): 41 - 60 wpm

Specific Skills: Greet people and direct them to contacts or service areas, Obtain and process information required to provide services, Operate switchboard or telephone system, Answer, screen and forward telephone calls, Record and relay information, Schedule and confirm appointments, Receive and issue payments, Perform clerical duties, such as filing and sorting and distributing mail

Additional Skills: Provide basic information to clients and the public, Data entry, Maintain records

Work Location Information: Urban area

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks



Essential Skills: Reading text, Numeracy, Writing, Oral communication, Working with others, Significant use of memory, Finding information, Computer use

Other Information: Successful candidate will be required to perform the following tasks - type minutes, communication initiatives, type memos, prepare mailings and all other duties assigned by supervisor.

Employer: Belmont House- Toronto Aged Men's & Women's Home

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

By E-mail: hrresume@belmonthouse.com

Online: <http://www.belmonthouse.com>

Business Profile: long term care facility

Web Site: <http://www.belmonthouse.com>

Advertised until: 2011/08/18

Job Number: 5892393

Title: Operator, office machines (NOC: 1411)

Terms of Employment: Permanent, Full Time, Overtime, Day, Evening

Salary: To be negotiated, Other Benefits

Anticipated Start Date: As soon as possible

Location: Scarborough, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school, Completion of college/CEGEP/vocational or technical training

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Work Setting: Private sector



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Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Electronic scheduler, Word processing software, MS Word, Spreadsheet software, Excel, Accounting software, Database software, Presentation software, Internet browser

Typing (Words Per Minute): 0 - 40 wpm

Area of Specialization: Reports, Forms and records, Invoices, Charts, tables, graphs and diagrams, Contracts, Correspondence

Specific Skills: Type and proofread correspondence, forms and other documents, Receive and forward telephone or electronic enquiries, Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Sort, process and verify applications, receipts and other documents, Process incoming and outgoing mail manually or electronically, Send and receive messages, Perform basic bookkeeping tasks, Prepare and format page presentation, Prepare equipment or software for type of document, Compile data, statistics and other information, Prepare invoices and bank deposits, Provide general information to clients and the public, Order supplies and maintain inventory, Photocopy and collate documents for distribution, mailing and filing

Security and Safety: Basic security clearance

Work Conditions and Physical Capabilities: Tight deadlines, Repetitive tasks, Sitting for extended periods

Transportation/Travel Information: Own transportation, Public transportation is available

Essential Skills: Reading text, Document use, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

Employer: Prostone

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

By Mail:

19 Bertrand Avenue
Toronto, Ontario
M1L 2P3

By E-mail: job@prostone.ca

Advertised until: 2011/08/26

Job Number: 5896180

Title: Office assistant (Office Administration Clerk) (NOC: 1411)



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Terms of Employment: Temporary, Full Time, Day, Evening

Salary: \$35,000.00 Yearly for 42.5 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school, Some college/CEGEP/vocational or technical training

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows, Dictaphone, General office equipment, Electronic mail, Word processing software, MS Word

Typing (Words Per Minute): 41 - 60 wpm

Specific Skills: Type and proofread correspondence, forms and other documents, Send and receive messages, Prepare and format page presentation, Provide general information to clients and the public, Photocopy and collate documents for distribution, mailing and filing

Work Conditions and Physical Capabilities: Work under pressure, Tight deadlines, Repetitive tasks, Sitting for extended periods

Transportation/Travel Information: Travel expenses not paid by employer

Essential Skills: Reading text, Writing, Oral communication, Working with others, Critical thinking, Computer use

Employer: Raftery Engineering Investigations Ltd.

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

By Fax: (416) 481-4814

By E-mail: amy@rafteng.com

Advertised until: 2011/08/12



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Job Number: 5898172

Title: Library technician (**NOC: 5211**)

Terms of Employment: Temporary, Full Time

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Toronto North, Ontario (1 vacancy)

Skill Requirements:

Education: Some college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): Not required

Experience: Experience an asset

Languages: Speak English, Read English

Computer Applications: Computer terminal, Word processing package, Library cataloguing system

Security and Safety: Bondable

Employer: Source Technical Group Inc. (Placement Agency)

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

Contact Name: Human Resources

By E-mail: hr@sourcetg.com

Business Profile: Permanent, contract and temp-to-hire placement of technical, CAD, engineering, skilled trades and professional personnel.

Web Site: <http://www.sourcetg.com>

Advertised until: 2011/08/12