

Winnipeg English Language Assessment and Referral Centre

WELARC (Winnipeg English Language Assessment and Referral Centre) is seeking a permanent part-time Administrative Assistant to begin in April 2019

Position Description: Administrative Assistant

Under the supervision of the Executive Director and the Office Manager, this position will be responsible for invigilating the reading and writing testing room and for administrative work, including the following:

- * Answering phones, directing calls, and making appointments for CLB test or referral
- * Greeting clients and triage of walk-ins
- * Assisting in initial basic screening of client needs
- * Photocopying documents
- * Creating files for new clients and searching database for returning clients
- * Making reminder phone calls and emails
- * Preparing clients' folders (includes printing referral form/pulling files for exciting clients/prepare screening sheet)
- * Recording cancellations/no-shows/no-test clients on the Outlook calendar& IRAES
- * Filing clients folders
- * Other duties as assigned

Education and Experience:

- * Office training and/or experience
- * Excellent computer (e-mail, database, word processing, Outlook calendar) and typing skills
- * Previous work with newcomers will be considered an important asset
- * Basic bookkeeping knowledge will be considered an asset

Skills and Abilities:

- * Demonstrated sensitivity and respect for people of all cultures
- * Excellent communication skills in all areas
- * Ability to take instruction and work in a team environment
- * Ability to multi-task in a fast paced environment
- * Strict attention to detail and protocols
- * Effective time-management skills
- * Professional and positive interpersonal skills and attitude
- * Demonstrated tact, discretion and reliability
- * Responsible, trustworthy, and able to adhere to privacy policies

The starting salary is \$15.23 and there is a benefit package available after a 3 month probation period.

Please send resumes, in confidence to Rubina Saini at rsaini@welarc.net

Deadline for Application is Thursday March 14.

We greatly appreciate your consideration, but only candidates selected for an interview will be contacted.