

Administrative Assistant Summer Job



The Sudbury East Chamber of Commerce is hiring an administrative assistant as part of the Canada Summer Jobs program. This is a full-time position on a contract basis intended for youth 15-30 years old in Sudbury East, with the objective of providing quality work experiences, improved access to the labour market, and opportunities to develop and improve their skills. The Sudbury East Chamber of Commerce services the areas of French River, St. Charles, Markstay-Warren, Killarney and Dokis First Nation. Its primary focus is to empower success among local communities through advocacy, professionalism, unity, approachability and integrity.

Contract duration: 3 months Estimated start date: June 1st, 2021 Salary: \$16/hr

Job Description

The intern will work with all divisions as needed and report to the executive team and business development officer. Job duties include, but are not limited to, the following activities:

- ❖ Assist with daily tasks such as contacting and recruiting members, organizing activities and events such as webinars, workshops, networking events in order to offer various supports to local businesses.
- ❖ Encourage and raise awareness on our current projects including our Support Local and FansSave initiatives.
- ❖ Complete administrative tasks such as data entry of all information received in order to keep proper books, classification and organization of folders, communications.
- ❖ Assist with the development of a new website for the Chamber.
- ❖ Assist the development of other ongoing projects - printing of a local business directory - preparation of the Business Awards Gala coming up in November 2021.
- ❖ Other tasks as required.

Skills & Development Opportunities

- ❖ Ability to work in a bilingual setting while supporting local businesses.
- ❖ Develop further marketing and web design skills by participating in the design and the in-house development of a new website for the Chamber.
- ❖ Customer service, the ability to communicate efficiently and professionally with clients.
- ❖ Teamwork, the ability to interact with other people, coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete tasks and projects.
- ❖ Communication skills to exchange thoughts and information with other people in various ways - orally by speaking, listening and using non-verbal cues, such as body language or in writing. Strong communications skills are imperative in every workplace, including the ability to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities.
- ❖ Digital Technology including the use of digital systems, tools and applications, and to process digital information. Digital technology skills include the ability to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones and other digital devices.
- ❖ Leadership skills including communication, relationship building, decision making and the ability to delegate.

Eligibility

- ❖ Candidates must be within the ages of 15-30 years old (do not have to be a student)
- ❖ Must be living within one of our five serving communities during the term of employment (French River, St. Charles, Markstay-Warren, Killarney and Dokis First Nation)
- ❖ Must be eligible to work in Canada
- ❖ Bilingualism (English and French) is an asset
- ❖ Advanced computer knowledge: Microsoft Office, Internet, Email
- ❖ Strong written and verbal communication skills
- ❖ Must conduct yourself in a professional manner
- ❖ Must have excellent customer relations skills

How to apply

Please submit resume and cover letter to info@sudburyeastchamber.com by May 28th, 2021. We thank all applicants for submitting their application but only those selected for an interview will be contacted.