



TNO-The Neighbourhood Organization

EMPLOYMENT SERVICES

EXTERNAL JOB POSTING

FT, Permanent, Office Admin Assistant

POSITION

FT, Permanent, Office Admin Assistant

SALARY

\$15 per hour

SCHEDULE

Monday to Friday, 9AM to 5PM

QUALIFICATIONS AND REQUIREMENTS

- ✓ General administrative duties
- ✓ Excellent computer skills – Microsoft Windows, Excel, Word and PowerPoint
- ✓ Excellent communication skills – both written and verbal
- ✓ Excellent communication skills over the phone and the internet
- ✓ Attention to detail
- ✓ Location: Thorncliffe
- ✓ Must be able to multi-task while prioritizing
- ✓ Positive attitude
- ✓ Hardworking, committing and punctual
- ✓ Must be able to perform tasks independently
- ✓ Training provided
- ✓ Thorncliffe community members are welcome to apply

To apply for this job, please contact Sina @ Tel: 416-996-3732, or send your resume to sforouzi@tno-toronto.org