



Canada Summer Jobs 2021 Administrative Assistant – Finance Department

LOCATION: Good Beginnings Main Administrative Office
871 Dundas St. Woodstock, ON.

START DATE: July 12, 2021

END DATE: August 27, 2021

HOURS: 40/week

RATE OF PAY: \$18.00 per hour

The availability of this position and length of employment are dependent upon approval based on criteria set by Canada Summer Jobs and Youth Employment Strategy programs funded by the Federal Government. In order to apply for a position, you must:

- Be legally entitled to work in Ontario
- Meet the eligibility criteria (Canadian Citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act)
- Be between the ages of 15 and 30 (inclusive) at the start of the employment

Good Beginnings Day Nursery Woodstock Inc. is looking to hire an Administrative Assistant to assist with office duties and various other finance and administrative tasks.

We are seeking a friendly, energetic and engaged individual, who possesses the following qualifications:

- Excellent computer and technical skills including knowledge of various systems/software (iPads, computers, printers, scanners, Microsoft Office, etc.)
- Advanced knowledge of Microsoft Excel would be an asset
- Excellent communication skills and attention to detail
- Past experience and/or education in accounting would be an asset
- Current Police Record Check acceptable to Good Beginnings
- Health Assessment including Immunization Records

The successful candidate will assist in the Finance Department at our head office with the following;

- Various Excel Spreadsheets
- Filing
- Document Scanning
- Data entry
- Additional tasks as required

Please submit your cover letter and resume to:

Julia Daly, Human Resources Coordinator

hr@goodbeginningsday.com

Closing Date: June 25, 2021

Although we thank all applicants for their interest in our organization, only those selected for an interview will be contacted.

Good Beginnings is an equal opportunity employer. We celebrate diversity, and are committed to creating an inclusive environment for all employees. We are dedicated to providing an inclusive and barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.