



## **EMPLOYMENT OPPORTUNITY: OFFICE ASSISTANT**

**Part-Time Casual, 20+ Hours per week**

**Ignace, Ontario**

**Crossroads Employment Services** has been providing employment and training support to job seekers and employers in Ignace for over 25 years. We take pride in our superior service by providing a welcoming environment that promotes integrity and respect. We are currently seeking an outgoing individual who enjoys working with a diverse clientele and has a sincere interest in helping others. The office assistant will provide administrative support to the program manager and help deliver employment services.

### **Responsibilities:**

- Assist Program Manager by promoting and developing programs as part of *Employment Ontario* Standards
- Develop relationships with community partners / agencies and access resources to assist with successful outcomes
- Work one-on-one with clients to establish and implement service plans based on the needs of each client and address any barriers to employment
- Provide general information to clients and the public
- Label, file and retrieve documents
- Process incoming and outgoing mail
- Photocopy documents for distribution, mailing and filing
- Maintain accurate client data, both manually and electronically in the *Employment Ontario* Case Management System
- Help clients build an effective resume, set goals, prepare for interviews and pursue training
- Research labour market conditions, tools, and training opportunities to expand Resource & Information services
- Keep facility tidy & organized

### **Qualifications & Skills Required**

- Grade 12 Diploma
- Completion of a marketing, administrative, or social services program is an asset
- Demonstrated skills in conflict resolution, leadership, and marketing
- Proficient in MS Office
- Strong organizational, time management and administrative skills
- Ability to clearly document and accurately manage data management systems
- Effective verbal and written communication skills
- Ability to work independently
- Flexible to be available for special events and on-call work
- Customer Focused
- Creative and Innovative Thinking

Qualified applicants are invited to submit their letter of interest and resume on or before  
Friday December 15 at 4:00 pm to:

Jody Waldock  
Program Manager  
312 Pine Street, PO Box 1227  
Ignace, ON P0T 1T0  
Email: [jwaldock@ignacejobs.com](mailto:jwaldock@ignacejobs.com)

*While all responses are appreciated, only those selected for an interview will be contacted.*

*Confidential information provided will be used for the purpose of this position only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*

*Crossroads Employment Services is an equal opportunity employer.*