



JOB POSTING

SECRETARY (INFORMATION SERVICES)

Location: Markham Office: 675 Cochrane Drive, Suite 710 East Tower, Markham, ON, L3R 0B8

Salary: Schedule 1 employee as defined in the Collective Agreement between COPE 343 and WHSC. Wage range: \$1,231.52/week (start rate) - \$1,361.71/week (one-year rate)

Workers Health and Safety Centre (WHSC) requires a full-time Secretary in the Information Services department. Reporting to WHSC Director, Information Services and working with other WHSC staff the Secretary in Information Services will help support and shape WHSC's efforts to provide quality health and safety information products (both print and digital) and additionally help market WHSC training services on a variety of platforms.

The successful candidate will be joining an organization unique in our field – Ontario's only labour-endorsed, government designated health and safety training organization. For more information visit our website at <https://www.whsc.on.ca/Home>.

WHSC is committed to fostering a workplace that is both inclusive and representative of the communities we serve. To meet these objectives, we invite all qualified candidates from diverse backgrounds to apply. It is WHSC Policy that all employees work in an inclusive environment that acknowledges and promotes equal rights for all persons, including those with disabilities, as outlined in the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*. Please be advised that disability accommodation is available upon request.

Applications will be accepted until **4:30pm, Friday, October 29, 2021**. If interested, please contact Sarah Mackie, Executive Administrative Assistant at smackie@whsc.on.ca.

Required Experience, Knowledge, and Qualifications:

- Demonstrated ability in graphic layout and design, both print and digital.
- College diploma or equivalent experience in office administration, plus print and digital design and publishing.
- Three years of experience in office administration.
- Word processing 60 w.p.m. minimum.
- Excellent oral, interpersonal and written communication skills.
- Proficient in Windows operating system, Adobe In-Design CC, Adobe Photoshop and Illustrator or Corel PaintShop Pro, Adobe Premiere Pro, Adobe Acrobat DC or Foxit Phantom PDF, Kentico CMS, MailChimp marketing platform, MS Office (including Word, Excel, PowerPoint, Outlook), MS CRM, (Basic HTML knowledge also an asset).

Required Experience, Knowledge, and Qualifications (continued):

- Effectively collaborate with multi-disciplinary groups inside and outside of the organization to meet business objectives, as required.
- Experience effectively working with unions and/or other social justice organizations preferred.

Responsibilities:

- Layout and design print and electronic publications.
- Layout and design PowerPoint templates and presentations.
- Publish and revise web pages and resources.
- Ensure all electronically published documents meet mandatory government accessibility requirements.
- Compose and/or word process, proof and format letters, memos and other documents.
- Develop Excel spreadsheets for web resource tracking/mapping and like documents.
- Disseminate news and marketing messages via web-based email platform.
- Create and/or source and edit graphic and photographic images for use in publications, videos and all WHSC media channels.
- Help order/maintain supplies of promotional print materials.
- Perform general office/administrative duties including photocopying, scanning, filing, requisitioning of office supplies.
- Adhere to WHSC operating processes, policies and procedures.
- Perform other duties as assigned.