



TEMPORARY VACANCY

SECRETARY (PROGRAM DEVELOPMENT)

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

Wage: Schedule 1 employee as defined in the Collective Agreement between COPE 343 and WHSC. Wages per week: \$1,231.52+ 14% in lieu of benefits.

The Workers Health and Safety Centre (WHSC) requires a full-time Secretary in our Program Development department for a period of up to ninety (90) days, with the possibility of permanent employment, to assist our efforts to provide high-quality occupational health and safety training services. More information about WHSC can be found at <https://www.whsc.on.ca/Home>.

The vacancy will be filled ASAP (as soon as possible). If interested, please contact Andrew Mudge, Assistant to the Executive Director – Administration at amudge@whsc.on.ca.

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.

Required Knowledge and Qualifications:

- Good technical knowledge of office administration, word processing, desktop publishing and records maintenance;
- Proficient in Windows operating system, MS Word, PowerPoint, Outlook, Excel and CRM;
- Demonstrated proficiency in Adobe InDesign;
- College diploma or equivalent experience in office administration;
- 3 years of general office experience;
- Word processing 60 w.p.m. minimum;
- Excellent oral and written skills;
- Good communication skills;
- Ability to work as a team member.

Responsibilities and Duties:

- Compose, format and word process letters, memos and documents;
- Perform general office/administrative duties including photocopying, filing, requisitioning of office supplies;
- Collate, assemble and mail promotional packages and materials;
- Layout documents and manuals in Adobe InDesign;
- Adhere to WHSC operating processes, policies and procedures;
- Perform other duties as assigned