

JÖRGENDANCE

Administrative Assistant

Job Description

The Administrative Assistant provides administrative and clerical support at Ballet Jörgen to ensure the daily operations of the Company run efficiently and effectively. This position is an excellent entry level position for anyone who is interested in working in the arts and/or non-profit industries, exposing the individual to all aspects of arts administration.

The Administrative Assistant will assist with general office administration, including document management and phone/email communications. The Administrative Assistant will provide help with data entry and records handling in the Company's Raiser's Edge Database (the training will be provided). The position will require exceptional time management and organizational skills, and the ability to multitask as it often requires switching between different tasks throughout the day.

Responsibilities include but are not limited to:

- Filing, photocopying, scanning
- Managing the Company's general email inbox and main telephone line
- Maintaining Raiser's Edge Database (data entry, record processing)
- Research
- Assistance with some accounting (help with invoices, managing deposit logs)
- Coordinating studio rentals (scheduling, invoicing, communicating with renters)
- Ordering and keeping inventory of office supplies
- Processing and distributing mail
- Assisting with in-person and virtual events as required
- Other duties as required

Requirements:

- Proficiency with Microsoft Word and Excel is a must
- Some experience with Outlook, Office 365 and SharePoint is a major plus
- French is an asset
- Knowledge of and experience with Wordpress is an asset
- Strong written and verbal communication skills
- Punctual and able to perform tasks independently
- Ability to learn quickly and take initiative
- Exceptional attention to detail

This position is made possible through the Government of Canada's Summer Jobs program.

To apply, you must be between 15 and 30 years of age at the start of employment and a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

Hours: 8 weeks (35 hours/week); working hours are between 8am-5pm Monday-Friday.

Start Date: June 5, 2023.

Pay: \$16.00/hour.

Location: Ballet Jörgen Head Office 160 Kendal Ave, Bldg. C, Rm. 126, Toronto, ON M5R 1M3

To Apply: Please send your resume and cover letter with the subject “Administrative Assistant” to info@balletjorgen.ca by **May 21, 2023**. We thank all applicants, however only those selected for an interview will be contacted.