|  |  |
| --- | --- |
| **Title of Position** | Jobs Service Placement Assistant |
| **Department** | Student Services |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.00 Assist with the filing, sorting, organizing, retrieving and disposal of various documents

1.01 Provide general reception/help desk assistance (answer phones, respond to emails, greet visitors)

1.02 Label, sort and distribute incoming and outgoing mail

1.03 Prepare and/or complete basic documents, reports and/or presentations using Microsoft Office (Excel, Word, PowerPoint, Visio)

1.07 Operate office equipment such as photocopier, printer and fax machine

1.08 Collect, compile, record and/or consolidate data/information (i.e. statistical purposes)

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

2.02 Working with the College community, assist with the promotion of student and/or employee initiatives and/or awareness campaigns

2.04 Distribute various information around the College

4.00 Assist with project related work as required

4.04 Provide general guidance and training, acting as student lead/role model to peers and/or volunteers in the college community

10.00 Other duties as required

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* Prior experience in a customer service environment
* Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
* Ability to work with and maintain confidential records
* Good organizational skills, with the ability to multi-task
* Ability to use common office equipment such as photocopiers, fax machines, etc.
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Experience presenting and/or speaking in front of small or large groups