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| **Title of Position** | Office Assistant, Student Recruitment |
| **Department** | Marketing |

**Primary Job Duties**

**Inventory No. / Job Task Details**

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)

1.06 Assist with scheduling of meetings, special events and general office activities

1.09 Assist with inventory tracking and monitoring (ie. equipment and supplies)

1.11 Prepare and print mailing lists

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

2.05 Assist with coordination and delivery of campus tours

2.06 Assist with preparation and loading of materials for marketing events and tradeshows

2.07 Catalogue, categorize and/or assemble information, photos and other materials for college initiatives

2.08 Participate in promotional activities

4.05 Conduct basic research

10.01 Occasional Saturday and evening shifts may be scheduled 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)
* Proficient knowledge and experience with a variety of social media platforms
* Good organizational skills
* 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 photocopies, 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
* Ability to lift and move items that can weigh up to 30lbs