

## Office Administrator – IT Field

### PLEASE READ ALL DETAILS

The following are **MUST HAVES** and if you do not meet **ALL** the criteria below, your application will not be submitted.

- **EXCELLENT** English (Both written and spoken), French is an asset
- A pleasing and confident telephone voice
- A driver's license and an auto
- Ability to pass a Police Record Check (which we will pay for if we ask you to apply for it)
- Ability to master new software packages quickly (coaching will be provided)
- Experience with troubleshooting technology problems - software and hardware
- Ability to organize your work efficiently, often in the office alone

### Employment Details:

- You will be our Office Manager and first-line tech support (telephone and email) when our clients need our help.
- Our office/workshop is located on Albion Road near Bank Street.
- We are offering a minimum of 20 hours per week, with some flexibility on how the hours can be arranged. May become full time after probation as long as it meets the business needs.
- There might be times when we would ask if you could work for a few more hours if possible. We would try to ask in advance and you could refuse.
- The position could expand in the future, depending on business demands and your ability to learn more responsibilities.
- All Ontario Government employment regulations are followed – sick leave, vacation, etc.
- Starting salary is **\$22.00** per hour, including the first 3 months probationary period. Your salary is intended to cover occasional use of your auto, as we do not pay mileage.
- You may sometimes be asked to drive to clients' homes to pick up equipment that needs to be serviced in our workshop.
- It is important for you to be able to arrive at work at the agreed time, with exceptions only in an emergency.

How to apply:

- Send an email to **esjobs@ysb.ca** and be sure to include the following:
  - Your full name
  - The name of your YSB Employment Services Case Worker
  - The Job Title of the opportunity you are applying to
  - A short paragraph on how your skills match the job posting (Do not use AI as it will be checked) and what do you bring to the role
  - An updated resume that is tailored to the job that you are applying to
  - Prepare a list of references if needed.