



8199 Yonge Street, Suite 101B, Thornhill, ON, L3T 2C6
905.707.7332 • info@thornhillhub.com • www.thornhillhub.com



Job title: Administrative Assistant (NOC: 13110)

Employer: Thornhill Employment Hub

Location: Thornhill, Ontario (or Vaughan, Ontario)

Position: Full time, permanent

Salary: \$26 per hour (37.5 hours per week)

Start date: As soon as possible

Vacancy: 1

Education:

- College, CEGEP or other non-university certificate or diploma related to the job opening of 1 year to 2 years
- Experience: Experience is an asset
- Language: English

Tasks and Responsibilities:

- Answer and transfer telephone calls, and respond to enquires
- Handle the incoming mail and e-mail correspondence and mail delivery
- Greet visitors and direct them to appropriate persons
- Create, maintain, update and close data files in the in-house (Microsoft Access), Ministry database (EOIS-CaMS), and CaseFLO and maintain filing systems
- Assess client eligibility for various financial supports and programs related to employment, such as grants, incentives, and training funds
- Assist in the preparation of Canada-Ontario Job Grant (COJG) funding applications and related documentation
- Scheduling appointments, meetings, preparing reports, handling inquiries related to COJG
- Conduct proactive follow-ups to employers at review events
- Gather feedback on training outcomes of COJGs
- Collaborate with teams and employers to coordinate the delivery of services and supports
- Assist in preparing for audits, presentations, brochures, special projects
- Perform monthly data reconciliation
- Monitor and track expenditures against allocated budgets, providing regular updates and reports
- Maintain records of client interactions, financial transactions, COJG applications, approvals, expenditures, and training outcomes
- Maintain file storage physically and digitally
- Lead weekly Data Admin meetings, attend employee meetings and annual events when required.
- Prepare and take minutes for meetings
- Identify and report service issues to management, provide suggestions on Hub's policy and office procedure
- Maintain clean and tidy environment, adhering to our health and safety policy
- Keep track of inventory and order office supplies

Skills and Qualifications: experience and specialization

- Minimum of 2 years of experience is required
- Superior oral and written communication skills in English



- Proficient typing (or above average keyboarding) skills are required.
- Proficiency in MS Office (Word, Excel, Outlook, and Access)
- Knowledge of EOIS-CaMS would be an asset
- Knowledge of CaseFLO would be an asset
- Knowledge of computer and technology
- Ability to prioritize and manage workload with minimal supervision
- High level of energy and a positive attitude
- Exceptional customer service skills
- Experience working with people from various cultural, ethnic and socio-economic backgrounds
- Ability to work efficiently in spite of interruptions.
- Self-directed, organized, results-oriented team player
- Knowledge of community resources, labour market, and employment services would be an asset

Benefit

- After 3 months, you are eligible to opt into our benefits, which can include
 - Extended Health
 - Dental
 - Employee Life Insurance
 - Accidental Death and Dismemberment

Transportation/travel information

- Public transportation is available

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Attention to detail
- Repetitive tasks

WHO CAN APPLY TO THIS JOB?

- The employer accepts applications from:
 - Canadian citizens and permanent or temporary residents of Canada.
 - Other candidates with or without a valid Canadian work permit.

HOW TO APPLY

- Direct Apply
 - By email: kayla@thornhillhub.com
 - By applying directly on Job Bank (Direct Apply)
 - In person: drop off at reception desk with attention Kayla Schie
 - By mail: ATT: Kayla Schie, 8199 Yonge Street, Suite 101B, L3T 2C6

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: kayla@thornhillhub.com