

POSITION TITLE: Office Administration Co-op Student (Hamilton)

Employment Type (FT,PT,Contract): Full-time Temporary

Rate of Pay: \$16 per hour

Job Location: Hamilton

Hours of Work: 8:00 am - 4:30 pm (Monday - Friday)

Start Date: tbd

Application Deadline: Jan 30 2020

COMPANY NAME: Heddle Shipyards

Street Address: 208 Hillyard Street

Phone: 905-528-2635 ext 242

Fax: 905-522-5230

Email: gcartwright@heddleshipyards.com

Website: <https://heddlemarineserviceinc.applytojob.com/apply/>

General Description of Duties:

- Assist in the management of the Executive Team's priorities and deadlines with exceptional organizational skills and calendar management, including scheduling, coordinating, and managing logistics of meetings and/or events;
- Draft and prepare correspondence, presentations, and reports (including proofreading, formatting, and editing), utilizing advanced computer skills with a high level of professionalism;
- Administrative tasks such as responding to phone and e-mail inquiries, entering/auditing data, filing, scanning, compiling and distributing meeting minutes.

Skills and Experience Required:

- Legally eligible to work 40 hours a week in Ontario for the duration of the co-op term.
- A current, full-time Office Administration Student (or similar program) in good standing with their accredited post-secondary institution requiring a co-op component for graduation.
- Able to consistently work during regular business hours of 8:00 AM to 4:30 PM on a full-time basis in Hamilton Ontario from September 2019 to December 2019.
- Experience with Microsoft Excel, Microsoft Word, Microsoft Outlook, data entry, etc.

How to Apply:

<https://heddlemarineserviceinc.applytojob.com/apply/>

or

email resume to gcartwright@heddleshipyards.com

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