



EMPLOYMENT OPPORTUNITY

Position: Office Administrator
Type: 12~15 Hours/Week
Location: Mississauga, ON
Duration: May 6, 2024 – April 30, 2025.

Date Posted: Tuesday, April 9, 2024
Expiry Date: Saturday, April 20, 2024 at 11:59PM

UTM Students' Union:

The UTM Students' Union, Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. UTM Students Union also manages the student center and administers many cost-saving services. The UTM Students' Union is membership driven and cannot survive without vital student input and involvement. Students set the agenda through their elected representatives on the UTMSU Board of Directors. (www.utmsu.ca).

Job Description:

The Office Administrator will be working closely with the President, Executive Director, and Executive Team, to create and achieve the goals of the union. This job is responsible for performing various administrative tasks, managing office supplies, coordinating office events, and providing support to team members. The ideal candidate shall be detail-oriented, proactive, and possess excellent communication and organizational skills.

Responsibilities:

- Must complete **at least 10 office hours a week**.
- Maintain office supplies inventory and place orders as needed
- Maintain office cleanliness and organization, and organize staff and volunteer clean ups every semester
- Coordinate office outreach for executives, directors, staff and volunteers
- Coordinate executive and staff office hours
- Alongside full-time staff, coordinate bookings for events within the Student Centre
- Coordinate meetings/appointments, including sending reminders, and preparing meeting rooms
- Assist with travel arrangements and accommodations for team members
- Complete tasks as assigned by the President and Executive Director.
- Perform other administrative duties as assigned

Qualities/Skills Required:

- Highly organized.
- Effective communicator.
- Punctual.
- Extremely personable.
- Self-motivated and Dedicated: able to complete tasks without being supervised
- Effective communicator: possess inter- and intra-personal skills.
- Good organizational skills: time management and organizing/schedule meetings.
- Trustworthy: Has a sense of confidentiality pertaining to sensitive issues.
- Accountable: Able to report weekly on assigned tasks.
- Reliable and Respectful.

- Knowledgeable and/or willing to learn.
- Creative.

Compensation:

Remuneration is \$17/hour.

Contact / Application Information:

For more information on the position of Office Administrator, please contact UTMSU at jobs@utmsu.ca and vpinternal@utmsu.ca

How to Apply:

Please send your cover letter & resume by May 26, 2021 at 11:59PM to the attention of Wei Lai: jobs@utmsu.ca and CC: vpinternal@utmsu.ca . Please use the subject “**Application: Office Administrator**”.

Interview:

Only selected candidates will be invited for an interview.

University of Toronto Mississauga Students' Union
Local 109 - Canadian Federation of Students

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