



CALGARY TRADE WINDS TO SUCCESS LOOKING FOR:

Program Assistant – Part Time Position (2 days a week)

Calgary, AB
Part-time, Contract
Salary: \$20.00 /hour

Trade Winds to Success trains Alberta's Indigenous people for success in the Building Trades.

Our Calgary location is looking for a part-time administrative position from September 2019 to April 2020, 2 days a week.

The duties will include:

- Answer incoming calls and walk-in enquiries regarding the Trade Winds program and direct callers appropriately
- Follow-up on e-mails at infocal@twts.ca
- Schedule clients for information sessions, assessments and interviews
- Call clients to remind them of appointments or class attendance
- Prepare class lists, maintain client tracking, and update attendance files in Excel and Word
- Prepare letters, reports and other documents as directed by the Assistant Manager

Skills required:

- Strong organizational and time management skills
- 1-2 years administrative experience, Microsoft Office required
- Commitment to working as a team member to ensure

Trade Winds clients receive the support required

Remuneration: \$20 per hour plus 6% holiday pay for a 16- hour work week.

How to Apply:

Contact: Leanne Froese, Assistant Manager

E-mail: lfroese@twts

Call: (work) 1-877-362-4771 Ext. 115 or (cell) 403-464-0036

