

Administrative Support & Data Integrity

Location: Burlington Employment & Training Services, 500 Drury Lane, Burlington, ON

Position Type: Part time (21 Hours per week)

Hourly Rate: \$21.98 per hour

Position Description:

The Administrative Support & Data Integrity role reports to the Program Coordinator for the Literacy and Basic Skills Program. This position is responsible for the administrative support and data entry of client files in the provincial information management system EOIS-CaMS (Employment Ontario Information System- Client Activity Management System).

What You'll Do:

- Ensure the day-to-day administrative tasks are completed in a timely and effective manner
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Enter client and account data by inputting text based and numerical information from source documents within reasonable time limit
- Maintain accurate records of valuable company information
- Confirmation of Data Integrity by reviewing data for errors
- Correcting data incompatibilities and checking outputs
- Comply with data integrity and security policies
- Provide first line customer service & answer telephone inquiries
- Complete follow ups for past participants
- Work hours are primarily daytime and weekdays but may require some flexible hours including some evening hours

What You'll Bring:

- Two years post-secondary education in business or office administration and/or equivalent work experience.
- Previous work experience in a fast-paced and high-volume environment will be an asset
- Exceptional computer skills (Word, Excel, and online platforms – MS Teams and Zoom).
- Knowledge of programs and services available in the community
- Excellent communication skills, both written and verbal
- Willing to work some evenings as required.
- Current and valid police records check with Criminal Record & Judicial Matters Sector Check (issued within the past 6 months) is a condition of employment.

Ready to Make a Difference?

The YMCA is a charity that ignites the potential in people. #YSavesLives starts with building a strong community. If you're passionate about people and excited to lead impactful initiatives, we want to hear from you!

Don't meet every requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet all qualifications. If you are excited about the role, but your resume doesn't align perfectly with every qualification in the description, apply anyway. You may still be the right candidate for this or other roles!

Interested in applying?

Please send your resume to: **Christina Cassar, Program Coordinator** at christina.cassar@ymcahbb.ca

To view and apply for positions as a **current employee**, please log into your UKG account and click "My Company", then "View Opportunities" in the sidebar menu.