

## Job Order Detail


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### Administrative Support - Summer Student

#### Job Order #: 5355755

**Employer Name:** THE CIRCLE PROJECT ASSOC. INC.

**Posted Date:** 28-Apr-2014

**Location:** REGINA  
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**# of Positions:** 1

**Employment Terms:** Temporary:F-T

**Education:** Completed at least some post-secondary

**Experience:** 0-6 Months

**Apply By:** 02-May-2014

**How to Apply?:** Please e- mail or fax your resume to: PERSONAL & CONFIDENTIAL, The Circle Project Assoc. Inc. ATTN: Admin Support Summer Student Position, E-Mail: [info@circleproject.ca](mailto:info@circleproject.ca) No Telephone calls please.

#### Application Information

**Employer Name:**  
THE CIRCLE PROJECT ASSOC. INC.

**Employer Address:**

[Map it](#)   
2-1102 8TH AVE  
REGINA,SK  
CANADA  
S4R1C9

**Contact Fax:**  
306-347-7519

**Contact Email:**  
[info@circleproject.ca](mailto:info@circleproject.ca)



**Student Job**

#### Description

The Circle Project Assoc. is a non-profit, charitable, community-based organization that requires dynamic, high-energy team player for the following position. On the job training and mentorship will be provided for this summer student position. You will be responsible for performing clerical and administrative duties for the Executive Director, supervisor and services delivery staff. Applicants must have demonstrated computer skills in word processing, spreadsheets, email programs, database management, and general computer proficiency.

To qualify for this position applicant must be pursuing post-secondary education (i.e. degree, diploma, or certificate) for the coming fall school year (2014) in either, Social Work, Human Justice, Business Administration, or a related field.

Summer Student Administrative Support (Full-Time - Term)

Primary Duties Include:

- Data entry
- Letter writing
- Maintaining records
- Minute taking
- Research
- Writing reports
- Assisting in special events

Qualifications/Attributes:

- Computer literacy is a requirement
- Outgoing and cheery personality
- Reliable (attendance) and prompt
- Excellent telephone manners
- Ability to work in fast-paced environment
- Multitasking

Closing date for this position is Friday, May 2, 2014 at 4:30 pm.

Preference will be given to candidates of Aboriginal ancestry with the aforementioned qualifications. (Exemption # 97- 23). Only short-listed candidates will be contacted. We thank everyone who has taken the time to apply for this position.



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