



## Summer Employment Opportunity – Data Entry & Management Clerk

Application Deadline – May 6, 2024

Please note that we will review resumes as they are received and will offer the position as soon as a suitable candidate is found.

Plast Toronto is seeking to hire a **Data Entry & Management Clerk** to assist in organizing and cataloguing data, information and materials that can be accessed by its members and staff. There is one (1) position available. This job is funded by the Government of Canada through the Canada Summer Jobs program.

### To be eligible, candidates:

- must be between 15 and 30 years of age at the start of the employment
- must be a Canadian citizen or permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*
- must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- should have an interest in a career in business or administration

*\*International students and those on CUAET visas are not eligible.*

**Duties:** Working under the supervision of the Executive Director, the Data Entry clerk will apply data entry and information management methods to organising and cataloguing data, information and materials that can be accessed by its members and staff. Specifically:

- Develop document inventories and maintain indexes for filing systems
- Research and extract records and information in response to requests
- Label, prepare and transfer information files according to established records management procedures and schedules.
- Input data into computerised databases, spreadsheets or other templates.
- Import and/or export data between different kinds of software
- Verify accuracy and completeness of data.
- Consolidate, catalogue, index and store various records, materials and resources, both physical and digital.
- Scan historic documentation and archive in electronic format on centralised computer storage.

- Evaluate, develop, select, implement and use manual and automated systems and networks to record, organise, store, search, retrieve and make accessible information to users.
- Support camp administration through the manual and digital organisation of registration forms or youth programming materials for easy access and retrieval by scout leaders.
- May support the Program Resource Development Team through the manual and digital organisation of youth programming materials for easy access and retrieval by scout leaders.
- Compile data and other information to support research activities.

**Requirements:**

- Proficiency in written and spoken Ukrainian and English is essential
- An interest in data and information management
- Working knowledge of Microsoft applications, incl. Word and Excel
- Experience in database programs (Access, FileMaker, or similar) an asset
- Demonstrated ability to work independently
- Provide own laptop

**Term and working hours:** Up to 16 weeks at 35 hrs per week.

**Hourly wage:** \$18.55

**Start date:** May 13, 2024

**Place of work:** Plast Huculak Centre at 516 The Kingsway, Toronto and/or remote work as required.

**To apply:** Applications must include a resume and cover letter describing why you are the ideal candidate for the position. Please indicate your name and the Job Title in the Subject line of your email and submit applications and supporting documents to: [careers@plastcanada.ca](mailto:careers@plastcanada.ca)

We thank all candidates who apply; however, only those selected for interviews will be contacted.