



The Keewaytinook Centre of Excellence, which provides professional training for water and wastewater plant operators in Dryden, requires a motivated and dedicated individual to fill the position of **Program Assistant**.

This is a **full-time** one year contractual position.

Responsibilities and job duties include:

- ..contacting targeted participants and sending information and registration packages,
- ..maintaining and updating a database of contacts and participants,
- ..ensuring supplies and training manuals are available for participants, instructors, and trainers.
- ..contacting participants on a regular basis to encourage enrolment in courses (water treatment, water distribution, CEUs, GED),
- ..providing general administrative support including: maintaining office equipment, coordinating couriers and outgoing mail, processing incoming telephone calls and mail, processing invoices and cheque requisitions, typing letters, filing, maintaining databases,
- ..carrying out periodical inventories,
- ..undertaking clerical duties as assigned by the manager,
- ..other duties that may arise from time to time in the management of an efficient office/training facility.

Applicants must meet the following requirements:

- .. have completed Grade 12 or equivalent,
- .. have a working knowledge of Microsoft suite of computer applications,
- .. working knowledge of database computer applications,
- .. strong interpersonal communication skills, oral and written,
- .. be able to work with minimal supervision,
- .. have a valid license for the province of Ontario and access to a personal vehicle.

Candidates should submit a resumé with a cover letter and three references to:

*The Hiring Committee*  
*Keewaytinook Centre of Excellence*  
*Suite 209, 100 Casimir Avenue*  
*Dryden, ON P8N 3L4*  
FAX 807-223-8426  
E-mail: info@watertraining.ca

**Deadline for submission:**

Friday, October 13, 2017

Only candidates selected for an interview will be contacted.