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Council of
Ministers
of Education,
Canada

Conseil des
ministres
de l'Éducation
(Canada)

THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC) is an intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking:

TEMPORARY SUPPORT STAFF, ASSESSMENT (BILINGUAL OR ENGLISH)

Contract period (fixed term): March 9 to June 30, 2020

Number of positions available: 3

Remuneration: \$16.50/hour

Search area: within commuting distance of 95 St. Clair Avenue West, Toronto

Position summary

The support staff will undertake various tasks related to assessment programs. Tasks include, but are not limited to:

- Data entry (transferring text and codes from a paper form to an electronic one)
- Downloading/copying files from USB keys onto a local server
- Packaging materials and documents for schools
- Preparing labels and school packages for shipping
- Labelling equipment/material (e.g., USB keys)
- Maintaining an inventory of and organizing equipment/materials (e.g., USB keys, school documents)
- Other office work as needed

Key qualifications

- Good command of English, both written and spoken and knowledge of French, both written and spoken, an asset
- High school diploma or new graduate
- Good computer literacy and experience using applications such as Microsoft Word and Excel
- Strong attention to details
- Strong organizational skills and the ability to work and adapt in a fast-paced environment
- Highly collaborative, with good interpersonal skills

- Ability to lift or move containers of approximately 20 kg and to stand for prolonged periods of time may be required

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Human Resources at hr@cmecc.ca, by **4:00 p.m. EST, February 24, 2020**. For more information, visit us at www.cmecc.ca.

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

CMEC is an equal-opportunity employer.