

## Office Administrator- Teaching/ Digital

### CanSTEM Education Private School – Brampton, ON

#### Job description

We are fastest growing private school in Brampton area offering Grade 1 to Grade 12 Ontario ministry of education approved curriculum. We have staff of 17 teachers as of now and need experienced administrator with experience in digital media, teaching, customer service, learning management systems, course development, IT services, to join the team.

To provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to executive's working life and communication. experience in digital media, teaching, customer service, learning management systems, course development, IT services, Teaching certification added advantage

#### Requirement:

Should have experience in private/Public school environment in Ontario, minimum one year. Some Teaching experience a plus, Computer Science, Coding, C,C++, Java experience big plus, French, Mathematics teaching ability a huge advantage, experience in digital media, teaching, customer service, Learning management systems, course development, IT services, a huge plus.

#### Responsibilities:

- Answering phones calls and taking messages, welcoming all visitors and interacting with them, managing scheduling and appointments,
- Arranging meetings and other events. Managing traditional paper and/or electronic filing systems. Develop and carry out an efficient documentation and filing system
- Managing digital media, teaching on Digital platforms, customer service, Learning management systems, course development, IT services, Coding.

#### Skills:

Proficiency in English, Up-to-date with advancements in office gadgets and applications, High level verbal and written communications skills, Microsoft Office, Database management.

**Job Types:** Full-time, Part-time, Contract, Permanent

**Salary:** \$16.55 to \$20.00 /hour (based on experience, salary will be decided)

**Job Types:** Full-time, Part-time, Permanent, Fixed term contract, Casual

**Contract length:** 12 months

**Part-time hours:** 30-40 per week

Benefits:

- Casual dress
- Dental care
- Extended health care
- On-site parking
- Profit sharing
- Vision care

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday
- On call
- Weekend availability
- Saturday availability from 12 to 6 must

Supplemental pay types:

- Bonus pays

**Job Types:** Full-time, Permanent, Internship / Co-op

Contract length: 12 months

**Ability to commute/relocate:**

- Brampton, ON: reliably commute or plan to relocate before starting work (required)

**Experience:**

- Administrative: 1 year (required)

**Work Location:** In person, 350, Rutherford Road South, Plaza 1, Unit 10, Brampton

**How to apply:**

Email resume to **[CanSTEM.Education@gmail.com](mailto:CanSTEM.Education@gmail.com)**, along with references, work experience and background police clearance. We will contact you if you are short listed. Pls. do not call school directly.