

JOB POSTING	
Company Name	Emergenetics Ontario
Contact Name / Title	
Tel / Email / Website	
Address/Intersection	
Job Title	Office Assistant
Part-time/Full-time/Co-op/Intern	Part Time
No. of hours / week	10 to 15 hours a week for the summer; 10 -15 hours a month in September
Start Date	immediately
End Date	ongoing
Salary hourly/annually	\$13 hour
Reports to	
Car Required?	No but must have the ability to travel periodically to Emergenetics Home Office to a training event in Milton
Company Profile	
Emergenetics is a human capital development company, providing a simpler, easier way to understand people. From developing individuals, teams and leaders, our solutions are built on robust psychometric research that maximizes human performance. Emergenetics International is a worldwide organization and over 79 countries have benefited from the Emergenetics suite of solutions.	
Project Type & Description	
Looking for a part time assistant to help in the growth of an exciting start up business in Ontario.	
Job Duties & Responsibilities	
<ul style="list-style-type: none"> • Update PowerPoints with event reports for presentations • Prepare documents to be sent to printer for fulfillment • Create contacts, record client notes and follow ups in CRM • Update website as new events are added to the calendar • Prepare and send out e-mails to permission based list on the events in the calendar • Call interested parties and set up phone meetings • Update social media sites with relevant articles on a weekly basis • Miscellaneous duties assigned as per business requirements 	
Skills & Qualifications	
<ul style="list-style-type: none"> • Experience or training in an office assistant role would be an asset • Must be proficient with social media and a strong aptitude to learn new computer programs • Must be very detail oriented • Must have excellent written and verbal communication skills • Proficient in working knowledge of Word, Excel and PowerPoint • Having experience with Word Press would be an asset, or willingness to learn • Working knowledge of QuickBooks and basic bookkeeping would be an asset 	
Other Information	
<ul style="list-style-type: none"> • This position is with a fast growing evolving Ontario start up. It has the potential to grow into a full time position with evolving opportunities. • Training in product and services will be provided • Reference letter will be given after assignment 	