



Service and efficiency is your middle name...

LINC REGISTRAR (PART-TIME STARTING AT 4:00 PM), EDUCATION AND EMPLOYMENT (0.5 FTE)

You are efficient and organized with great customer service experience. Able to traverse the ins and outs of maintaining student records, juggling multiple needs. You can put people at ease and support individuals in achieving their goal of learning English and navigating systems. You rely on your patience and desire to ensure everyone has a positive interaction with you. Have the ability to effectively communicate with new comers to Canada.

WHAT MOVES YOU

- Ability to communicate effectively
- Providing exceptional customer service
- Keeping up-to-date accurate student records
- Creating an atmosphere of welcome and inclusivity with clients, co-workers and anyone you come in contact with

WHAT YOU'LL DO

- Provide professional and friendly customer service to new and current ESL students
- Provide administrative support for the program
- Maintain accurate student records in all appropriate data-bases

WHAT YOU'VE DONE

- Experience working with immigrants and newcomers to Canada in a customer service-related role
- Appropriate/related post-secondary education or training
- Minimum one-year administrative assistant experience
- Familiarity with immigrant services
- Strong communication skills

If you want to work to change lives, we want to meet you.

Please check out the following link for a full job description:

Competition Number: [2017112](#)

www.ywcalgary.ca/work-with-us

Apply today with covering letter, salary expectations and resume to careers@ywcalgary.ca