

WANTED

Part Time Admin Help

We are an established corporate training and development firm, working with national organizations. This position is for our Head Office, which is located in midtown Toronto on the subway line. We prefer team members who live in the area for maximum work/life balance and flexibility.



Our existing team is bright, creative, energetic, goal-focused and passionate about their roles here. We strive to bring our clients superior results and exceed their expectations. Our work environment is dynamic and family-oriented, with an emphasis on high integrity.

About you

You are postsecondary educated with a desire to be a contributing partner in our success by supporting the team with strong communication, admin, PC and people skills. A "go-the-extra-mile" sort of person, you're a quick learner, detail-oriented, flexible, highly ethical, enjoy people, and are very comfortable with technology. Bonus points for candidates that are bilingual, have previous HR admin or customer service/sales experience.

We offer

Flexible schedule of 2 to 3 days per week (Within school hours if you are a parent with kids in school), with opportunities for future growth and learning. As the organization grows, the successful candidate may have the opportunity to grow to full time. If this is you please email us your resume, along with a letter about yourself.

****Applications without a letter will NOT be considered****

Please include:

- A description of your preferred work environment (likes and dislikes)
- Why you are interested a part-time position
- How close you live to the midtown area
- What appeals to you about this position, in particular
- Salary expectations
- A bit about **YOU** (hobbies, passions, etc.)

Email letter/resume to us at: careers@ExcelGroupWorks.com

