

Summer Students - Office Professional and Technical Positions

Metrolinx

Key Responsibilities

Metrolinx, an agency of the Government of Ontario under the Metrolinx Act, 2006, was created to improve the coordination and integration of all modes of transportation in the Greater Toronto and Hamilton Area. The organization's mission is to champion, develop and implement an integrated transportation system for our region that enhances prosperity, sustainability and quality of life. Metrolinx launched The Big Move, a Regional Transportation Plan, in September 2008.

Metrolinx is committed to delivering the best customer service possible and is looking for students who are eager to learn about their organization and lend a helping hand in support of this commitment. Among the benefits is the opportunity to network with fellow students and be mentored by qualified professionals. Working from May to August, Summer Students are required throughout their operational and administrative departments.

Key Responsibilities

- Support a team on a wide range of administrative functions
- Prepare and organize correspondence, perform data entry and word processing functions, and create various documents
- Provide customer service assistance by performing reception duties, responding to public and/or internal inquiries
- Assist with small or large scale archival/filing projects by following a prescribed set of rules to store or destroy files; use technology to file documents
- Conduct research, perform analysis and input data
- Plan, organize, coordinate and manage daily assigned work
- General office work such as data entry, filing, photocopying, and other duties as assigned.

Qualifications

- Must be attending school full-time and returning to an academic institution
- Must be a minimum of 15 years of age before starting employment





- Preference will be given to students who are able to commence work in May 2017
- Proficiency with technology and software (such as MS Office, MS Project, AutoCad, GIS, or Web Design) is an asset
- Customer service experience, responding to public and/or internal inquiries is preferred
- Experience in research, data input and analysis is an asset
- Note that certain positions require the wearing of Protective Footwear (i.e. Safety Boots or Shoes) to be purchased at your own cost

Location

- Multiple locations across the Greater Toronto Area