



## **JOB POSTING – Data Management Specialist – Summer Student Job (30h/week, \$12.50/h – 13 weeks)**

Do you have a knack for data organization, analysis and management? Are you technically skilled with learning computer applications and administratively gifted? Meals on Wheels London is looking for a highly organized, support staff for our team to help with data migration and organization as we move to new software applications.

This role will provide support to our client services staff as we integrate new technologies and processes into our service delivery model. As a support team member, it is your organization and attention to detail that helps most in ensuring accuracy and correct information is kept in our files to ensure the highest quality service.

The ideal candidate will have the following skills:

- Data Management skills
- Administrative skills including filing, scheduling, and setting up organization systems
- Above average Microsoft office skills
- Customer service skills
- Pleasant telephone manner
- Information technology knowledge

Students who are studying office management, business, administration, receptionist/secretarial, computer/ data management, systems design or social services/ human services will find this role to be helpful in developing skills related to future goals

This position is part of the Canada Summer Jobs program and as such must be eligible for this position as per their requirements;

- be between 15 and 30 years of age at the start of the employment;
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year

Please visit the meals on Wheels Website at [www.meals-on-wheels.ca](http://www.meals-on-wheels.ca) to learn more about our organization. Please apply by May 12 to [info@meals-on-wheels.ca](mailto:info@meals-on-wheels.ca)

Note: We appreciate all applications however only those selected for an interview will be contacted.