



JOB POSTING CANADA SUMMER JOB OPPORTUNITY

Job Position: Office Assistant
Department: Corporate Services
Location: Mississauga
This role is on-site and/or community based.
Compensation: \$17.60 per hour

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over four decades. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally responsive services to newcomers, families, women & seniors.

Vision: To be leaders in building strong and inclusive communities.

Mission: We are a community benefit organization focused on building resilient and healthy communities by offering person-centered, anti-oppressive programs and services.

Position Summary:

Under the general guidance of the Manager – Facilities & IT, the incumbent will support an array of Facilities, IT support and administrative functions along with purchasing, inventory, asset and database management and support.

Responsibilities and Duties: *(but not limited to)*

- Provide administrative support through research, development and preparation of correspondence, presentations, and reports.
- Ensure facilities and IT repair and purchase requests are completed in a timely manner.
- Maintain vendor, inventory and asset records and tracking databases.
- Organize inventory, and ensure information accuracy.
- Contact suppliers/vendors to schedule deliveries, resolve shortages, missed deliveries and other issues.
- Support the purchasing process including vendor sourcing and selection, budgeting, price negotiation, order placing, and delivery monitoring.
- Complete and verify invoices for all purchase requisitions for supplies, furniture, equipment and signage.
- Arrange for storage and disposal of surplus/outdated assets.
- Coordinate office equipment (fax, printer, photocopier) contracts and escalate service calls as required.
- Assist with the annual inventory process and the disseminating the annual client satisfaction survey.
- Complete all tasks and responsibilities within assigned timelines.
- Become familiar with agency programs, services, practices and staff.
- Adhere to the mission, guiding principles and values of the organization.
- Maintain confidentiality of clients, staff, and peers, follow agency health and safety protocols and represent Indus in a professional manner at all times.
- Arrive on time and be committed to the agency and the agreed upon contract dates and times.
- Assist with all other duties as assigned.

Qualifications and Skills:

- Applicant must be between the ages of 18 to 30 years (inclusive).
- Be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Preference will be given to applicants currently pursuing or with post-secondary education in administration or related programs.
- Convey a friendly and professional attitude with visitors in person or by telephone.
- Self-motivated, detail-oriented, proficient at meeting deadlines, and comfortable working on multiple projects simultaneously.
- Strong communication, excellent administrative, customer service, interpersonal and organizational skills while maintaining confidentiality.
- Computer proficiency in MS office Suite, internet, and virtual communication platforms.
- Must demonstrate flexibility and adaptability.
- Able to work as a team with site staff, and sensitive to cultural, linguistic and religious diversity.
- Must commit to full contract duration – dates and time.



JOB POSTING CANADA SUMMER JOB OPPORTUNITY

Canada Summer Job Opportunities are contract positions, ranging from 6 – 16 weeks during the summer months (May to August) and are contingent on funding approval from the Canada Summer Jobs program. Start dates for positions will vary (between May to July 2026) and all positions will end on August 28th, 2026. Interviews will only be conducted after funding approval has been received.

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hrindus@induscs.ca by 12:00pm, April 3rd, 2026. Please ensure your application email has the subject heading of “Office Assistant” - (insert your name)’

We are committed to a human-centric hiring process. Please note that we currently do not use any artificial intelligence (AI) tools to screen, assess, or select applicants for this position. All applications are reviewed by a member of our human resources team. This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

Posting Date: February 19th, 2026