

## Job Description

Job Type: Full-time (35 to 40 hours a week)

Pay type: Hourly

Number of positions: 2

## Eligibility

- Proficient in MS Office, Google docs and sheets
- Be able to work at Square One (including Saturdays and Sundays)
- Professional and pleasant demeanor
- Superior communication, grammar and inter-personal skills (written-oral)
- Ability to prioritize and organize while multitasking a wide variety of duties
- Prior experience at an educational institute is an asset

## Tasks

- Check online student performance reports submitted by tutors
- Correspond with print shop and send print jobs
- Curriculum Management
- Social Media management
- Follow policies and procedures of the company
- Invoices & follow-ups with client
- Assist with overall day-to-day administration
- All training provided for additional tasks

## Benefits

- Enhance project management and communication skills
- Strong performance could potentially lead to promotion to managerial roles
- Establish a professional network with colleagues
- Engage in community development

**Contact** Email resumes and transcripts to [support@mathproject.education](mailto:support@mathproject.education). Indicate the following in email subject line: "Admin Assistant Position"