



RAPID CALL
TEMPO AGENCY

www.rapidcalltempoagency.com

224 – 14968 101A Avenue, Surrey, BC V3R 0E8

Tel. 778 706 0036

bilikano@yahoo.com

Positions to be filled as soon as possible:

1. IT and Front Desk Administrator
2. Logistics
3. Marketing Assistant
4. Administrative Assistant
5. Social Media Coordinator
6. Workshop Facilitator

Rapid Call Tempo Agency is seeking enthusiastic, self-motivated and results-oriented individuals, who enjoy working in a busy and dynamic environment and are able to take initiative in their respective roles.

Regular full-time position/flexible hours at a maximum of 40 hours per week for at least 16 weeks.

Salary:

\$17.85/hr.

Summary:

The right candidate will explore opportunities for Rapid Call Tempo Agency clients and volunteers to increase the company growth and at the same time, the candidate will gain more exposure and experience that would be beneficial in their future career.

While some services will be provided online, these positions will also provide in-person services at Rapid Call Tempo Agency locations in BC.

Rapid Call Tempo Agency is in partnership with other employers in Canada.

Report to: Managing Director

Responsibilities:

- Different responsibilities depending on the position.
- For details, refer to each position

Qualifications:

Youth between 16-30 with at least a high school/post-secondary certificate.
Good level of either English or French.

Skills and Abilities:

- Ability to communicate effectively in both written and oral English/French at all levels of the organization.
- Demonstrated capacity to deal effectively and courteously with clientele, staff and the public who come from diverse cultural and social backgrounds.
- Able and willing to liaise and develop professional relationships with employers

Computer Skills:

- Proficiency in MS Office applications, software, and databases
- Google Drive (Docs, Sheets, Slides, Forms)
- Spreadsheets (Excel, Google Sheets, OpenOffice)
- Email (mail merge, forwarding, filters, folders, attachments, and other functions)
- Presentations/Slideshows (PowerPoint, Google Slides, etc)

As a Participant, you will engage in the following training activities:

- Activities that support skill development that will aid in connection to the labor market. For example: customer service skills, cultural competencies, gender equality and fight against discrimination, digital skills, administrative skills, health and security service skills.
- Activities related to the development of soft skills such as time management, resilience, building interpersonal relations, discipline and self control.
- Activities that support community benefit. For example: park or trail maintenance, beach cleanup, recycling programs and food bank volunteering.

Positions and Responsibilities

IT and Front Desk Administrator

- Assist the Managing Director in supervising the staff
- Assist with promotional activities and generating higher traffic numbers
- Creating account for Rapid Call Tempo Agency with various social media
- Follow up all promotional activities both online and in person
- Manage and maintain files in a logical and orderly manner
- Assist with the client files and maintain client contacts
- Collect and check personal service log every 2 weeks
- Responding to all client inquiries
- Management of email, digital files, and processes
- Work in harmony with other group members
- Perform other duties as required

Logistics

- Plan and lead activities and instruction to help the group do their best thinking together.
- Assist with promotional activities and generating higher traffic numbers
- Creating account for Rapid Call Tempo Agency with various social media
- Follow up all promotional activities both online and in person
- Reserving and settling the meeting both online and in person
- Ensuring equipment and supplies are available
- Ordering and perhaps receiving and setting up logistics needed for different assignment
- Supporting participant requests such as logistics, timing, and travel information
- Work in harmony with other group members
- Fill and transmit your personal service log every 2 weeks
- Perform other duties as required

Marketing Assistant

- Supporting the marketing team by conducting market research,
- Managing social media accounts,
- Creating marketing materials,
- Coordinating marketing projects,
- Handling administrative tasks, and
- Analyzing marketing data to ensure smooth operation of the marketing department;
- Acting as a key support role in executing marketing strategies and campaigns.
- Assist with promotional activities
- Visiting customers or external agencies
- Hosting presentations and customer visits

Administrative Assistant

- Writing and preparing documents
- Organizing files and keeping a record, both of virtual and paper documents
- Taking memos and communicating with coworkers and customers by phone calls, email, and regular mail
- Scheduling appointments
- Arranging schedules for office workers
- Welcoming office visitors
- Ordering office supplies and managing stock
- Handling office equipment, such as fax machines, projectors, etc
- Managing databases
- Planning events
- Performing basic bookkeeping

Social Media Coordinator

The candidate should be an enthusiastic, self-motivated and results-oriented individual, who enjoys working in a busy and dynamic environment.

- Creating and scheduling content across various social media platforms,
- Managing user interactions,
- Analyzing engagement data,
- Running advertising campaigns, and
- Ensuring a consistent brand voice by responding to comments and inquiries

Workshop Facilitator

- Plan and lead activities and instruction to help the group do their best thinking together.
- Reserving the meeting room,
- Ensuring the right equipment and supplies are available
- Ordering (and perhaps receiving and setting up) refreshments
- Supporting participant requests such as logistics, timing, and travel information.