



**Canadian International Student Services**

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## **Summer Camp Office Administrators**

CISS has openings for Office Administrators for a few of our summer camps and city residential programmes. This is a summer residential position in which candidates will be responsible for the operation and administrative aspects of the camp office.

Candidates should have experience in accounting, working with computers (networks), Microsoft applications (Excel, Access, Outlook), and general office duties.

We are looking for highly organized individuals who can withstand the stress of dealing with large amounts of money and very bus demands.

### **Qualifications:**

- Accounting experience
- MS Office Suite – Excel, Access, Word, Outlook

### **Dates of employment:**

- End of June to Mid-August

Accommodation and meals are included for all residential programmes.

Interested applicants please forward a resume and cover letter to [recruit@ciSScanada.com](mailto:recruit@ciSScanada.com) with the position you are interested in your subject line.

Thank you for your interest; only applicants who will be interviewed will be contacted.