**Job Description**

 Admin

 **Job Type** Intern

 **Job Time** Part-time

**Job Summary**

 The Admin Specialist will be performing data entry, document organizing, document scanning, and assisting the Training Coordinator with scheduling of training and training prep. He or she will work closely with the training coordinator and ISO document control specialist.

**Principal Duties & Tasks**

 Scan Quality documents into computer.

 Organize, Retrieve and send Quality Documents to/from storage

 Enter data into database

 Assist with setup for training classes

 Assist Admin as required

**Required Knowledge/Skills, Education, and Experience**

 Basic computer skills

Cognitive decision-making skills

Microsoft Excel program skills

Read and understand English at a Grade 12 level

**Preferred Knowledge/Skills, Education, and Experience**

 SAP knowledge