

COOPERATIVE EDUCATION

NEW PLACEMENT INFORMATION



Company Name: APEX PERFORMANCE TRAINING AND REHABILITATION CENTRE
 Address: 67 FRID STREET, UNIT 7 City: HAMILTON Postal code: L8P 4M3
 Name of Contact Person(s): DAVID MCKINTY
 Telephone: 289-389-6866 Fax: 289 768 4387 E-mail: DAVID@APEXPERFORMANCE TRAINING.COM
 Co-op Job / Placement Title: RECEPTIONIST / ADMINISTRATOR
 Number of Placements Available: 2

Semester 1 (Sept. - Jan.) ☐ am ☐ pm ☐ either ☐ all-day
 Semester 2 (Feb. - June) ☒ am ☒ pm ☐ either ☐ all-day
 Summer Co-op (July - August): ☒ ALL DAY

Hours (and days) of Work: MONDAY - FRIDAY, SUNDAY

Will the student be paid a wage or given an honourarium? Yes ☒ No ☐

Job Synopsis and Tasks (Observed and/or performed by the Co-op Student):

- i. GREETING CLIENTS
- ii. ANSWERING PHONES, TAKING MESSAGES
- iii. PREPARING / MANAGING FILES
- iv. SCHEDULING OF ALL OPERATIONS - PHYSIO, MASSAGE, CHIRO, PERSONAL TRAINING, CPR
- v. HOUSE KEEPING
- vi. ALL OTHER DUTIES THAT FALL UNDER THE SCOPE OF RECEPTIONIST / ADMINISTRATION

Job Requirements (Skills, Personal Qualities):

- Computer Proficiency
- Customer Service Skills - GREETING / CONVERSATION WITH CLIENTS
- OUT GOING
- KNOWLEDGE OF HEALTH INDUSTRY (WHAT IS PHYSIO / MASSAGE, ETC)
- PUNCTUALITY

Do you employ apprentices or any certified trades? Yes ☐ No ☒

Would you be willing to have students come in for short term (approx. 2 weeks) Work Experience? Yes ☐ No ☒

Is it okay for Co-op teachers to contact you directly? Yes ☒ No ☐

I'd rather be contacted by the HWDSB Central office Yes ☐ No ☐

An OAP student is any student taking part in Co-op in an "Apprenticeable" occupation

The Hamilton-Wentworth District School Board

Completed forms can be e-mailed to: ngodwald@hwdsb.on.ca or faxed to (289) 674-0409

DAVID MCKINTY