

COOPERATIVE EDUCATION

NEW PLACEMENT INFORMATION

Company Name: The Wilson Realty Group
Address: 124 James Street South City: Hamilton Postal code: L8P 2Z4
Name of Contact Person(s): Rebecca Tucker (Wilson)
Telephone: 905-963-7355 Fax: _____ E-mail: rebecca@wilsonrealtygroup.ca
Co-op Job / Placement Title: Administrative Assistant
Number of Placements Available: 1

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 (9am-12pm) or (9am-2:45pm) roughly

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):

Student will be responsible for:

- Answering reception phone calls and directing these calls
- Placing information into the database
- Organizing and prepairing mailouts for clients and potential clients
- Other various administrative tasks based on skill level

Job Requirements (Skills, Personal Qualities):

- Positive and Driven
- Administratively Strong
- Good Interpersonal Skills
- Good Written and Verbal Skills
- Detail Oriented

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 OYAP 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