The British Council in Canada is seeking a temporary, part time Project Co-ordinator to co-ordinate our move projects and to provide administrative support to our operation. We are looking for a highly organised, detailed oriented individual who can multi-task and has good communication skills. Experience in project management of an office or residential move would be an asset. This individual should be comfortable using spreadsheets and outlook. This job will require some lifting and moving of boxes. Legally permitted to work in Canada and security checks are required.

Salary Range: $15 per hour

Term: 1 December 2014 to 31 March 2015 (22.5 hours per week in Dec 2014 and possibly up to 37.5 hours per week from Jan 2015)

Start date: 1 December 2014

Location: Toronto

If you are interested in applying for this position, please download the following documents:

Project Co-ordinator (Move) Role Profile

Application Form

British Council Behaviours

Project and Contract Management

Communications Skill

Financial Planning and Management Skill

Computer Skill

Please submit your application form to HRCanada@britishcouncil.org with **Subject Title: Application for Project Co-ordinator (Move).**

**CVs and resumes are not accepted.**

Deadline to apply is 21 November 2014.

Please note that only applicants selected for interviews will be contacted

*British Council is committed to safeguarding and promoting the welfare of children and young people, and a policy of equal opportunity, diversity and inclusion, and expects all staff and stakeholders to share this commitment. We positively encourage applications from all sections of the community.*