



JOB POSTING

Administrative and Media Assistant at the Goethe-Institut Toronto

The Goethe-Institut Toronto is looking for a full-time employee to join their team on **March 18, 2024**.

The Goethe-Institut Toronto is the cultural institute of the Federal Republic of Germany on a global scale. We promote the study of German abroad and encourage international cultural exchange. We also foster knowledge about Germany by providing information on its culture, society and politics.

Your Responsibilities:

IT-Support

- Set up of technical equipment for in-house events
- Installation of new programs/ software as needed
- Troubleshooting of office and classroom equipment/ server room (e.g. computers, interactive whiteboards, etc.)
- Responsible for the general maintenance of the hardware and software utilized by the Goethe-Institut Toronto
- Ordering new equipment as needed, set up and initial OS installation
- Ensure copy machine and printers are kept in ready-to-use condition

Webmaster

- General maintenance of the Goethe-Institut Toronto website (using CONTENTS web content management software).

Premises

- Perform general maintenance jobs and minor repairs, running minor errands
- Stock-keeping and distribution of office supplies
- Organization & distribution of daily incoming/ outgoing mail/ parcels
- Preparation of premises for in-house events, workshops, etc.
- Upkeep of the storage rooms and the general premises

Your Qualifications and Experience:

- Solid computer and web skills, experience in working with Microsoft Office, Teams, Zoom, Outlook,
- Experience in Live Streaming is an asset
- Previous relevant job experience of at least 2 years
- Friendly manner, ability to work unsupervised and self-motivated
- Great attention to detail
- Solid organizational skills
- Ability to problem solve and prioritize tasks
- Good level of interpersonal, written and oral communication skills
- Commitment to high service standards
- Knowledge of basic German is an asset

The salary is based on the local salary scheme of the Goethe-Institut in Canada. Work conditions are based on Canadian law. **You must be legally authorized to work in Canada.**

Please submit your cover letter, resume and two references **by February 28, 2024** to: Bernadett Lukacs, Head of Administration, bernadett.lukacs@goethe.de.

We thank all applicants in advance; however only candidates selected for an interview will be contacted.

Goethe-Institut Toronto
100 University Ave,
North Tower, Suite 201
mailbox # 136
Toronto, ON M5J 1V6

Goethe-Institut Canada Inc.

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.