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## Job Posting

**Job Title:** Kiosk Assistant  
**Position Type:** Casual, On-call  
**Location:** Toronto Pearson Airport  
**Date posted:** April 3, 2019

Malton Neighbourhood Services (MNS) is a non-profit, charitable organization that provides a variety of programs and community support services since 1975. The Kiosk Program located at the Toronto International Airport provides “Welcome Packages” to all new immigrants arriving at Pearson Airport.

### RESPONSIBILITIES:

- Provide information on settlement services to New Immigrants in Canada’s official languages
- Assess newcomer needs and provide appropriate information
- Document and summarize statistic report
- Maintain kiosk inventory and replenish at the end of each shift
- Contact reception service assistants to take care of the needs of refugees
- Report any issues to the Kiosk Manager promptly

### SKILLS:

- Must be a Canadian Citizen or Permanent Resident legally entitled to work in Canada
- Detail oriented, well organized and capable of multi-tasking
- Must be culturally sensitive: experience working with new immigrant would be an asset
- Ability to work well with Airport CBSA, Service Canada, and all airport officials
- Self-motivated and able to manage a diverse workload
- Possess excellent written and verbal communication skills
- Demonstrates initiative with problem-solving and decision-making
- Must have strong interpersonal skills
- Must be computer literate with proficiency in Microsoft Office
- Willingness and ability to work well in a team environment
- **Must be able to work flexible hours on an “on-call” basis**
- A valid driver’s license and a personal car would be an asset

### QUALIFICATIONS:

- BA or BSC in a relevant social service discipline and relevant experience a must
- Fluency in English and French or English and Mandarin a necessity
- Minimum of 2 years’ experience in providing settlement or resettlement reception services

**Closing Date:** April 12, 2019

**Please note that employment is conditional upon receipt of GTAA Restricted Area Security Pass.**

**Please provide a cover letter, resume, and three references to:  
The Hiring Committee  
Email: [hr@mnsinfo.org](mailto:hr@mnsinfo.org)**

**We thank all applicants for their interest. However, only those candidates selected for an interview will be contacted.**

*Malton Neighbourhood Services is committed to providing accommodations, throughout the recruitment process. If you require accommodation, please notify us, and we will work with you to meet your needs.*