

Instructor for Business Services (Services aux entreprises/SAE)

**Anglais c'est Affaires (ACF) / Agent de bureau en immersion anglaise ou en immersion française (AdB)
Instructor Job requirements**

SAE Description

- Personalization of programs, more than individualized learning
- Several fields of expertise: Customer Service, Secretarial, Accounting
- Success measurement: The ultimate goal is to find long-term employment that suits the participants' needs, personality and newly acquired competencies.
- Servicing the French, English and other cultures. Participants are referred by Service Québec

Job Overview

- Coaching, training and providing student support.
- Updating and developing over 60 competencies
- Relating, encouraging, listening and empowering the participants.
- Mentoring/coaching is necessary to help the students succeed.
- Upgrading participants' existing skills and acquire new competencies.
- Provide quality and supportive training.
- Remain current with the latest technologies within the field.
- Correcting all assignments and voluntary homework
- Meeting and evaluating all new or potential participants
- Office work/administration

Requirements

- Excellent application knowledge of Microsoft Office, Office 365, Wordpress, Windows 10, Google Apps, LinkedIn and Facebook
- Excellent communication skills
- English & French written & oral
- Pass written and oral evaluations
- Empathetic
- Adaptable and Lifelong learner
- Team player

SUPERVISOR : Luc Rodrigue, Centre Director (LVTC)

SCHEDULE: 18 hours a week (3 days)

STARTING DATE: September 2019

SALARY: \$55.38/ per hour

Persons interested are to send their application to: hr@etsb.qc.ca by August 23, 2019