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| **DEPARTMENT: Administration** | | **HOSPITAL SITE: 100 King St. West** | |
| **STAFF REPRESENTATIVE: TBA** | **Location:- 100 King St. West, Floor 23** | | **Ph.Ext. 49449** |

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| **1.** | **Number of students requested for this semester: 1** |

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| **2.** | **Placement Title: King West Reception and Administrative Assistant Co-op/Intern/Student**  **And type (ie. Clerical, lab, nursing)**  **Non-clinical Clerical** |  |

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| **3.** | **Please provide a brief description (a couple of sentences) of student placement and identify 5 primary tasks/duties/activities in order of importance to be observed/performed by the student(s).**  **The student will help support the reception desk of the King West Site of Hamilton Health Sciences. All guests arriving to the site will go through the receptionist. Student will also provide assistance to the Executive Assistants.**  **The main tasks/duties/activities that the student will focus on is:**   * **Answer phone calls** * **Greet guests arriving to the reception** * **Determine if guest has arrived for a meeting or to pay a bill** * **Manage laptop booking system** * **Administer parking vouchers to employees** * **Sort mail** |
| **4.** | **Work situation (e.g. on own, with equipment, with people:**  **The student will be situated at the 23rd floor reception desk of 100 King West St. West**  **They will have the opportunity to work on their own, and with the Executive Assistants** |
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| **5.** | **Desired skills/attitudes.**   * **Interpersonal skills** * **Microsoft Outlook/Word/PowerPoint** * **Friendly attitude** * **Good organizational and time management skills** * **Desire to learn Administrative skills** * **Team player** |
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| **6.** | **Type of student not appropriate for this placement.**   * **Students who do not like social interaction** * **Students who dress inappropriately** * **Students who ignore the office culture** * **Students who do not ask for feedback** |
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