



JAKE'S HOUSE EMPLOYMENT MENTORING PROGRAM

Jake's House Employment Mentoring is an innovative program that provides meaningful job opportunities to young adults on the autism spectrum. The program is funded by the Public Health Agency of Canada, and delivered in partnership with Specialisterne Canada, an organization that specializes in working with businesses to hire people on the autism spectrum and with other neurodivergence.

WINE ADMINISTRATOR

Company: InVintory Wines

Type of role: Full-time, permanent

Location: Remote

Deadline: April 11th, 2021

About The Clearance Department:

InVintory Wines is an innovative and fast-growing early-stage Startup in Toronto. They are in the process of building an innovative mobile application as well as a web-based platform for wine collectors to better track and manage their wine collections with augmented reality technology (VIN-AR) and to engage with wine producers that match their interests.

Here is what you will do:

- Assist with the management and organization of data to help grow InVintory Wines' wine database
- Enter and update various wine details (brand type, new arrivals, wine pairings etc.) within InVintory Wines' web-based platform
- Identify and merge any duplicate entries within the database
- Edit (adjust, crop, colourize) and upload wine images into the web-based platform
- Once comfortable in the role, respond and provide support to customer inquiries via intercom messages
- Attend daily virtual stand-up agile meetings to provide progress updates (optional)

In performing this role, you will:

- Use your strong computer literacy skills to input and organize data and navigate online platforms
- Apply a strong attention to detail to ensure accuracy in all activities
- Use your ability to perform simple editing to ensure images are clear, cohesive and align with InVintory Wine's brand
- Be able to stay focused and enjoy working on consistent tasks
- Have an interest in learning about wine varietals and the industry



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THE RECRUITMENT PROCESS

Application

The first step in the recruitment process is for interested candidates to apply for the role at JHEmployment.ca. This will involve completing an online questionnaire as well as submitting their resume. Applicants will be shortlisted for participation in the next step based on a review of each online questionnaire and assessing the likelihood of fit for the roles for which we are recruiting.

Employment Discovery

The next step in the recruitment process is an Employment Discovery Workshop. It is an opportunity to learn more about the role, our approach to hiring, and for us to get to know you – what motivates you, your interests and your skills. This will take place in a relaxed setting. More details will be communicated prior to the event.

Employment and Mentoring

Employment offers are made to the candidates with the best fit. Once accepted, the individuals will transition into their positions at the organization. Specialisterne provides transitional and ongoing individualized support and coaching. This ensure that each employee feels well prepared and comfortable to perform in their new position. An internal workplace mentor will provide additional support and tips to help navigate the workplace.

To Apply

Please read the role description carefully.

To apply for this opportunity, click [HERE](#) to be redirected to an online job application questionnaire.

If there are barriers to your ability to fill out this application form or if you'd like to provide feedback about the application process generally, please email us at info@specialisterne.com.

Applications should be submitted in full no later than **April 11th, 2021**.

FOR MORE INFORMATION

Please direct any questions via email to info@specialisterne.ca.

For more information about the Jake's House, visit www.jakeshouse.ca.

For more information about Specialisterne Canada, visit www.specialisterne.ca.

We look forward to hearing from you!