

SUCCESS IN THE WORKPLACE

EMPLOYER TOOLKIT

Strategies from Autistic Employees

RECRUITING AUTISTIC TALENT



Sample of not inclusive job posting

Compensation \$16 to \$17 Hourly
Benefits Offered Dental, Life, Medical, Vision
Employment Type Full-Time
Hours: 9 am - 6 pm
Why Work Here? Great Benefits, Amazing Work Environment, and Room For Growth

Position Overview:

We are looking to hire a reliable entry-level administrative assistant for our trading firm, who is willing to perform a wide range of administrative, telemarketing, and office support tasks in an office setting for the department and/or managers to facilitate the efficient operation of the company.

Requirements:

- Works effectively in a team environment
- Proven ability to meet deadlines
- Understand the importance of maintaining confidential information
- Proactive, and takes ownership of responsibilities and shows initiative
- Excellent verbal and written communication skills
- Excellent problem-solving skills
- Fluent in the English language

Responsibilities:

- Contribute to the growth of the company
- Establish and maintain relationships with prospective suppliers and customers
- Prepare and modify documents including correspondence, drafts, and emails
- Participation in operations
- Collecting and entering data in databases
- Responding to emails and preparing documents and invoices
- Maintaining accurate records of valuable company information
- Maintain electronic and hard copy filing system
- Computer proficiency in Microsoft Office software
- Must work collaboratively in a team environment

Benefits:

- Full-time permanent position
- We are asking for AT LEAST a two-year commitment
- Hours are 9 - 6 daily
- Health coverage

Experience:

- Customer Service
- Office Administration
- Telemarketing and Logistics experience would be an asset

Administrative Assistant WXYZ Company Northville, PEI

WXYZ Company, a global supplier of recycled auto parts was in established in 1999. We are committed to reducing automotive waste by creating markets for quality, second-hand auto parts.

2 Key Competencies:

- Proficient in MS Office: Word, Excel, and Outlook
- Strong communication and interpersonal skills
- Detail-oriented, problem-solving and ability to multitask
- Ability to maintain the highest level of confidentiality
- Excellent verbal and written communications skills

Key issues:

- 1 Many of the key responsibilities, competencies and requirements are vague.
- 2 The lack of distinction between key competencies and requirements would be confusing to many autistics.
- 3 Many job seekers, not just autistic job seekers, would be turned off by the explicit demand for a minimum two-year commitment. This discourages applicants, especially literal thinkers like autistics, from applying because they don't feel comfortable making this commitment.

Finally, the job posting does not contain an inclusive hiring statement, so there is nothing inviting qualified applicants with disabilities to apply for a job with this company.