



## **JOB POSTING #39-20AS ADMINISTRATIVE SERVICES SUMMER STUDENT**

**Posting Date: March 12, 2020**

This part-time position will provide a returning post-secondary student with a great developmental opportunity to learn first-hand how a municipal operation serves the public.

Working in the Administrative Services department, the successful candidate will:

- Gain exposure to various departments, supporting a number of functions by carrying out a variety of routine and confidential clerical functions, as required.
- Assist with the maintenance of office filing systems.
- Prepare and distribute correspondence, reports, forms, account payments and related material.
- Perform reception duties for office by greeting visitors (in person and telephone), providing information and referring enquiries to other staff where appropriate.
- Update various lists and calendars for the Corporation.
- Assist with the corporate records management process.
- Assist with mail duties for the department.
- Carries out other clerical duties as assigned.

### **Qualifications:**

- Must be currently attending post-secondary educational institution and returning to full time studies in September 2020.
- Experience with Microsoft software including Word, Excel, and PowerPoint
- Interpersonal, communication, time management and problem-solving skills
- Able to work flexible hours, as required
- Preference given to residents of Elgin County

**Remuneration:** \$16.00 per hour

**Effective:** May 11<sup>th</sup> through August 28<sup>th</sup>, 2020

**Hours of Work:** 35 hours per week, as required, Monday - Friday

To be considered, please submit your cover letter and resume with the position you are applying for in the subject line to [jobs@elgin.ca](mailto:jobs@elgin.ca)

**Application Deadline:** Friday, March 27, 2020 at 4:30 p.m.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.