



Position: Administrative Assistant Summer Student

Department: Corporate Services

Reports to: Chief Administrative Officer

Wage: \$11.40

Job Summary

Reporting to the Chief Administrative Officer, the Administrative Assistant Summer Student is responsible for assisting with answering telephones and directing calls, tending to the front counter, accepting payments for taxes, water bills and dog tag licences. The Administrative Assistant Summer Student will also provide support to the Finance, Public Works and Economic Development Departments at the direction of the Chief Administrative Officer.

Duties and Key Responsibilities

Assist with initial reception of telephone and front counter enquiries.

Receive payments and provide receipts to residents for a variety of Township services.

Record and maintain accurate records.

Assist with balancing and posting cash receipts as well as telephone/internet banking and Interac payments.

Undertake research projects and assist in the preparation of reports.

Assist in organizing municipal records, including scanning and electronic filing.

Research and assist in the preparation of municipal by-laws.

Provide assistance to the Public Works Department including setting up traffic counters and collecting data, general paper work and administrative duties.

Job Specifications

The applicant must be between the ages of 15 and 30 years old, enrolled as a full-time student in the current academic year and be returning to school on a full-time basis during the next academic year.

The term of employment is from July 4th, 2017 to September 1st, 2017. Hours of operation are 8:30 a.m. to 4:00 p.m. (35 hours/week).

A valid and clean Ontario Class G Driver's licence is an asset.

Demonstrated computer skills in Microsoft Office an asset.

Key Performance Competencies:

Must attain a strong work ethic and be self-motivated.

Demonstrated ability to work effectively with a team and maintain constructive working relationships.

Demonstrated ability to clearly and effectively present information through spoken and written word.

Demonstrated public relations and communication skills, ensuring polite and tactful relations with residents.

Must represent the Township in a positive and respectful manner at all times.

Demonstrated ability to ensure the confidentiality of all corporate information and transactions are in accordance with the *Municipal Freedom of Information and Protection of Personal Privacy Act*.

Demonstrated awareness and knowledge of proper safety procedures and ability to act in accordance with established guidelines, follow standard policies, procedures and legislation such as *Occupational Health and Safety Act*.

Working Conditions

Work is in an office environment at the Township office, located at 15 Union Street, Berwick.

Please send your cover letter and resume to hr@northstormont.ca by noon on June 21st, 2017.



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