

Community & Human Services Department
Office Assistant - Summer Student Position

Job Description:

- Provide typing, data entry, filing, copying and other clerical support
- Assist in reception and switchboard duties
- Assist in preparing outgoing mail and courier packages and distributing incoming mail
- Additional duties as required

Skills/Qualifications:

- Enrolled as post-secondary student (College/University) and returning to full-time education at a post-secondary institution in September 2018
- Strong computer skills (Excel, Internet, Word, Windows)
- Strong communication skills
- Interest in Human Services
- Knowledge of the Ontario Works Program is considered an asset
- Strong customer relations skills
- Ability to prioritize tasks
- Strong interpersonal and organizational skills
- Confidentiality Agreement must be signed
- Police background check

Work Location: Belleville and Quinte West (Trenton)
Position Length: May 22 – August 24, 2018
Closing date to Apply: February 21, 2018

Please direct resumes to: careers@hastingscounty.com

PLEASE QUOTE 'SUMMER STUDENT **Posting #2018-SUM-CHS-40 & 41** IN THE SUBJECT LINE WHEN APPLYING FOR THIS POSITION.
FINAL LOCATION BEING FILLED MAY BE DIFFERENT FROM THAT POSTED.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.

We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted.

"The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation."