



## **Administration Office Assistant - Summer Student Position**

### **Job Description:**

- Reclassify all active records in accordance with file classification system by preparing new file labels/folders as necessary
- Enter files into database using new Records Management Software program
- Transfer records identified as inactive to storage where applicable
- Review inactive records
- Audit by-law and special resolution files for completeness
- Assist staff with telephone/counter reception
- Provide office coverage
- Provide administrative support to the Administration Department as assigned

### **Skills/Qualifications:**

- Enrolled as post-secondary student (College/University) and returning to full-time education at a post-secondary institution in September 2019.
- Previous knowledge in office administration and data entry would be an asset
- Excellent organizational and interpersonal skills
- Ability to work independently
- Strong Computer skills (Excel, Internet, WORD, ACCESS, Windows)
- Ability to prioritize tasks
- Police background check required
- Confidentiality Agreement must be signed
- Ability to lift file transfer boxes

**Work Location:** Belleville  
**Position Length:** May 21 – August 23, 2019  
**Closing date to Apply:** February 21, 2019

Please direct resumes to: [careers@hastingscounty.com](mailto:careers@hastingscounty.com)

**PLEASE QUOTE Posting #2019-SUM-GG-37 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.”*