



Facilities Office Assistant Summer Student Position

2023-SUM-FAC-28

Job Description:

- Answering phones and processing tenant and staff maintenance issues
- Using Facilities database to create work orders
- Coordinating maintenance work with tenant and contractor
- Delivering Notices to tenants
- Receiving and processing invoices
- Occasional outside work assisting field staff
- Be aware of and follow the Occupational Health and Safety Act and any County Policies
- Other duties as may be assigned or required from time to time

Skills/Qualifications:

- Enrolled as post-secondary student (College/University) and returning to full-time education at a post-secondary institution in September 2023
- Exceptional Communication skills
- Confident and able to work in a fast pace environment
- Strong computer skills (Outlook, Word, Excel)
- Strong interpersonal and organizational skill
- The ability to work independently and with minimal supervision
- Police background check
- Confidentiality Agreement must be signed

Work Location: County Administration Building, Belleville

Position Length: May 23 – August 25, 2023

Closing date to Apply: February 21, 2023 by 4:00 pm

Please direct resumes to: careers@hastingscounty.com

*PLEASE QUOTE 'SUMMER STUDENT Posting #2023-SUM-FAC-28' 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."*