



## **Office Receptionist/Administrative Assistant Summer Student**

### **Position Summary:**

The Summer Student - Office Receptionist/Administrative Assistant will be reporting to the CAO/Clerk and will be responsible for providing excellent customer service and managing administrative tasks such as answering phone calls, greeting the public and support various departments with administrative functions.

### **Duties and Key Responsibilities:**

- Welcome and greet the public in a friendly professional manner.
- Answer and direct phone calls to appropriate personnel.
- Assist in organizing municipal records including scanning electronic filing of existing documents.
- Receive and sort mail and deliveries.
- Keep reception and waiting areas clean and organized.
- Provide assistance to other departments with general paperwork and administrative duties.
- Responsible for the Township's digital signboard messaging and social media platforms
- Perform any other related duties as may be required.

### **Qualifications:**

- Must display effective interpersonal, communication and organizational skills;
- Proficient in the use of computer applications including Microsoft Word, Excel, and Outlook;
- Self motivated and able to work with minimal supervision.

- Preference will be given to post secondary students in Office Administration and/or communications;
- Knowledge of digital platforms including Facebook, Twitter, Instagram;
- Must always represent the Township in a positive and respectful manner;
- Demonstrated ability to ensure confidentiality of all corporate information and transactions in accordance with the *Municipal Freedom of Information and Protection of 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 the *Occupational Health and Safety Act*;
- Perform any other related duties as may be required.

### **Working Conditions:**

- Work is in an office environment at the Township Office located at 20 Third Street, Keene, ON

### **Hours of Work:**

Thirty-five (35) hours per week, Monday to Friday – 8:30 am – 4:30 pm. Rate of pay \$16.55.

The foregoing job description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must sign a Confidentiality Agreement.

**Duration:** Starting – May 6, 2024 – approximately 16-week period.

### **Application Process:**

Qualified applicants are invited to submit a detailed resume, outlining qualifications, and related experience to the HR department **by email only to [hr@osmtownship.ca](mailto:hr@osmtownship.ca)** with “Application for Summer Student - Office Receptionist/Administrative Assistant” in the subject line by no later than **4:00 p.m. on Thursday, April 11, 2024.**

*We thank all applicants who apply for this position but advise that only those applicants selected for an interview will be contacted.*

*In accordance with the Municipal Freedom of Information & Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 as amended and will be used for the purpose of candidate selection. The successful candidate will be required to provide a clean criminal records check prior to job offer.*

*The Township of Otonabee-South Monaghan is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. The Township of Otonabee-South Monaghan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. If contacted for an employment opportunity, please advise if you require accommodation.*