

## STUDENT – OFFICE ASSISTANT

**Location:** 90 Wollaston Lake Road, Coe Hill ON K0L 1P0

**Job Term:** July 3<sup>rd</sup>, 2023 – August 25<sup>th</sup>, 2023, 35 Hours per Week

**Salary:** \$16.00 Hourly

**Application Deadline for Submission:** May 31<sup>st</sup>, 2023 at 1:00 pm EST

All applications must be submitted by mail, email, or fax to the below addresses (attention to Bernice Crocker):

**E-mail:** [clerk@wollaston.ca](mailto:clerk@wollaston.ca)

**Mail:** 90 Wollaston Lake Road, PO Box 99  
Coe Hill ON, K0L 1P0

**Fax:** (613) 337-5789

Are you a student looking for an opportunity to build your career over the summer? Are you passionate about making a difference? We provide students with opportunities to obtain valuable work experience, gain transferable skills, and build professional networks.

### What can I expect to do in this role?

As we are a small, rural, Municipality the work you will be completing will be varied. It will include work from each of the following areas.

- Main Office – assisting with the daily operations at the Township including filing, printing, general maintenance, and mailing.
- Other duties as assigned.

### How do I qualify?

1. **Age:** You must be a minimum of 15 years of age, and under 30 years of age.
2. **Residency:** You must be a resident of Ontario during the term of employment.
3. **Work Status – Ability to Work in Canada:** You must be legally entitled to work in Canada. You are also required to have a valid Social Insurance Number (SIN) upon being hired.

### Communication and Interpersonal Skills

- You apply your verbal and written communication skills to communicate information related to programs, prepare a variety of documents, and respond to public and/or internal inquiries by phone, email, and in-person.
- You apply your initiative and interpersonal skills to work collaboratively within a team environment.

## **Technical Skills and Knowledge**

- You apply your basic mathematical skills to accurately perform cash handling duties.
- You apply your experience using Microsoft Office applications, such as Word, Excel, and Outlook

## **Analytical and Organizational Skills**

- You follow instructions and seek clarification, as required.
- You pay close attention to detail and record information accurately.
- You plan, organize, and prioritize your work to meet deadlines.

## **Other Requirements**

- You are capable of, and comfortable with, operating office equipment and computer.

## **How to apply:**

1. You must apply by email, mail, or fax.
2. You must attach at least one document with your application. We recommend you attach a cover letter and resume to support the information you provide in your application. The cover letter and resume document you attach should not exceed two (2) pages combined.
3. You must be a resident of Ontario.
4. You must be eligible to work in Canada.
5. If you require accommodation to apply, please contact [clerk@wollaston.ca](mailto:clerk@wollaston.ca) or 613-337-5731

We thank you for your interest. Only those selected for further screening, or an interview will be contacted.