



POSITION: **Student Administrative Assistant to Finance – Summer Employment 2023**

POSITION SUMMARY: Working in the Municipal Office and reporting to the Deputy Treasurer, this position will perform cashier functions, receptionist duties, offer excellent customer service and provide support to the Finance department.

REMUNERATION: \$15.50/Hour at 35 hours/week.

START DATE: Monday, May 1, 2023

QUALIFICATIONS:

- Enrolled in Office Administration, Accounting, Business, or Administration program
- Strong Customer service skills
- Superior verbal and written communication skills
- Thorough knowledge of telephone, office equipment and computer software (MS Office Suite, Outlook, etc.)
- Highly organized, efficient and accustomed to meeting tight deadlines
- Ability to work effectively alone or collaboratively as part of a team
- Must be returning to full-time post-secondary studies in 2023

Qualified candidates are invited to submit a resume with cover letter, in confidence, outlining how their relevant education, experience and achievements meets the above qualifications, to Lee Gudgeon, Manager of Human Resources, by 4pm on Monday, February 27, 2023. Electronic applications will be accepted at <https://www.wainfleet.ca/en/town-hall/careers.aspx>, by email at careers@wainfleet.ca or Fax: (905) 899-2340.

The Township of Wainfleet is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@wainfleet.ca if you need assistance. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.