



POSITION TITLE: Administrative Assistant Summer Student

DEPARTMENT: Administration

PURPOSE OF POSITION: To provide administrative support.

DIRECT REPORT: Director of Corporate Services/Treasurer

DUTIES & RESPONSIBILITIES:

- Provide customer service by responding to incoming phone calls, emails, as well as greeting and assisting visitors at the front counter.
- Accept and process cash receipts, issue dog tags, garbage stickers and waste bins.
- Perform general office duties including typing, filing correspondence, photocopying, scanning, labelling, processing mail, etc.
- Assist with and attend Mulmur's 175th Anniversary events.
- Process and distribute incoming and outgoing mail.
- Organize and tidy the general office areas including the Council chambers, committee room, lunchroom, storage room, and basement.
- Create electronic polls and surveys and assist with communications as assigned.
- Assist with set up and clean up for meetings including coffee and refreshments.
- Assist with the municipal elections.
- Provide back up for all other administrative duties.
- Other duties as assigned.

QUALIFICATIONS:

- Enrollment or completion of a university or college diploma in an applicable field.
- Highly organised, motivated self-starter with strong time management skills.
- Excellent attention to detail and strong problem-solving abilities.
- Exceptional written communications.
- Good customer service and interpersonal skills with the ability to communicate effectively.
- Working knowledge of Microsoft Office (Word, Excel and PowerPoint) and Adobe Acrobat.

LOCATION AND ENVIRONMENT:

- This position will be performed at the Township Office 758070 2nd Line E, Mulmur.
- Normal office hours are 8:30 am - 4:30 pm, Monday through Friday.
- This position is a contract position, working 35 hours a week.