



## Office Administration Student Summer Positions

May – September 2021.

35 hours per week

\$14.75 – 15.75 per hour based on experience

Apply early – Posting open until positions are filled

### SUMMARY OF AVAILABLE POSITIONS:

- Corporate Services Office Administration

### JOB RESPONSIBILITIES:

Will be working in the Administration office to provide general office support, telephone and front counter customer service, data entry, and filing.

### QUALIFICATIONS

- Must be enrolled in a diploma, degree, post-grad certificate or trade program OR
- Have completed a diploma, degree, post-grad certificate or trade program within 6 months of the employment start date.
- Computer skills, including Microsoft Office Suite
- Excellent customer service and communication skills
- Comfortable with self-direction as well as working in a team environment
- Flexible, able and willing to perform a variety of job tasks

### WHY CHOOSE SAUGEEN SHORES?

- Set schedule with predictable hours up to 35 per week
- Friendly and fun work environment
- Clear expectations
- Strong leadership

Our core values are trust, respect and teamwork, and are top of mind in everything we do. We take pride in the staff that return to work for us year after year and love to hear from new staff that they were influenced by friends because the Town is a great place to work.

### APPLICATION PROCESS

- Complete the online application and attach a copy of your resume
- Only those selected for an interview will be contacted

The Town of Saugeen Shores welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.