



Come for a visit. Stay for a lifestyle.

**Position:** Administrative Assistant  
**Department:** Administration  
**Reports to:** Deputy Clerk

### **Position Summary:**

The Administrative Assistant is required to provide effective and efficient administrative and customer service and is required to perform various office duties as assigned.

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

The Administrative Assistant requires efficient and effective computer and organizational skills. The Administrative Assistant must possess excellent public relations skills as well as the ability to work with minimal supervision.

Activities include but are not limited to:

- Responds to inquiries and provides customer service to the public via telephone, email and in-person;
- Sorts and distributes incoming mail, faxes, general email inquiries and outgoing mail for all departments and delivers mail to the Post Office including arranging for courier packages/forms to be picked up/delivered;
- Data entry – archives, iCompass;
- Reviewing retention policies and by-laws and ensuring compliance;
- Creation of forms;
- Record keeping;
- Access/Excel/Publisher – vital service updates
- Internet Research – public education and awareness;
- Office equipment use (computer, fax, copier, scanner); and
- Filing – Filing Management System and Master Policy Binders.

### **Qualifications:**

- Full-time enrollment at an educational institution during preceding academic year;
- Will be returning to full-time enrollment at an educational institution for upcoming academic year;
- Demonstrated proficiency with computer software including Microsoft Office (Word, Excel, Access, PowerPoint, Publisher and Outlook); and
- Demonstrated public relations skills.

**Desirable Qualifications:**

- First Aid and CPR certification;
- WHMIS certification; and
- Post-secondary education in a related field.

**Acknowledgement**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Come for a visit. Stay for a lifestyle.

Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Trent Hills is looking to add to its team and invites applications for the following **Summer Student** positions:

**Public Works:**

Roads Maintenance (May - August)

**Parks & Recreation:**

Parks Maintenance (May - August)

Marina Attendant (May – August)

Crowe Bridge Park Attendant (May – August)

**Administration:**

Administrative Assistant (May – August)

**Planning and Development:**

Planning Assistant (May – August)

A student is defined as a person between the ages of 15-30 at the start of employment, registered as a full-time student in the current academic year (2022/2023), and has the intent to return to school on a full-time basis during the next academic year (2023/2024). You must be available to work from May to the end of August.

For the Roads Maintenance, Parks Maintenance and Crowe Bridge Park Attendant positions, you must be a fully licensed Class G driver. **An acceptable driver's abstract (3-year uncertified driver's record) must be submitted with your application.** Summer student positions are full-time positions. The Marina Attendant and Crowe Bridge Park Attendant positions are required to work day, evening and weekend shifts. The pay rate for summer student positions is \$15.50 per hour with the exception of the Planning Assistant position. The Planning Assistant rate of pay is \$18.00 per hour.

The availability of these positions is subject to funding approval.

Resumes will be received until **2:00 p.m. on Wednesday, February 1, 2023.** Please clearly identify the position(s) you are applying for.

Attn: Kari Petherick, Coordinator of Human Resources

Municipality of Trent Hills

P.O. Box 1030

66 Front Street S

Campbellford, ON K0L 1L0

Telephone: (705) 653-1900 ext. 225

[kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca)

All information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M45. We thank all applicants who apply but advise that only those selected for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, the Municipality of Trent Hills is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 705-653-1900 ext. 225 or email [kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.