

City of Pembroke

Office & HR Admin Assistant (Student) Job Summary

Administration Department

Reporting to the HR Coordinator, Deputy Clerk and/or Confidential Secretary

Rate of Pay - Ontario Minimum Wage

Education, Skills, Abilities

1. Must display effective interpersonal, communication and organizational skills;
2. Proficient in the use of computer applications including Microsoft Word, Excel, and Outlook
3. Self-motivated and able to work with minimal supervision;
4. Preference will be given to post-secondary students in Office Administration and studies relating to Human Resources.

Responsibilities

Reporting to the HR Coordinator, Deputy Clerk and/or Confidential Secretary, you will assist with ensuring the smooth and efficient day-to-day operations of the office and assist in the co-ordination and execution of various projects.

Duties

1. Assist with daily administration and filing;
2. Document, organize, and arrange shredding of records as directed;
3. Prepare letters and spreadsheets
4. Assist with updating policies and procedures to an Accessible format;
5. Perform any other related duties as may be required.

Hours of Work:

Average thirty-five (35) hours per week, Monday to Friday.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must sign a Confidentiality Agreement.