



ADMINISTRATIVE SUPPORT (Pool)

The City of Quinte West invites applications for the position of Administrative Support (Pool).

Purpose and Scope:

As part of the City's casual/temporary pool of employees available on an on-call basis offering administrative support to a variety of departments, the position may be called in to assist during peak periods, vacation or sick leave coverage, as well as to assist on project work. Knowledge of computer applications, typing, filing, reception duties, data entry, scheduling meetings, accounting, customer service and a variety of other skills will be well utilized.

Education and Experience:

The successful candidate must possess a minimum of a two (2) year diploma in Accounting or a related field together with a minimum of two (2) years of experience in a finance related customer service environment. An equivalent combination of education and experience will be considered. Proficiency in word processing, spreadsheet, databases and email software is essential. The ability to work independently in a busy and challenging, sometimes stressful environment and the flexibility to assist where needed are essential. Outstanding interpersonal, time management, organizational and communication skills with a proven ability to interact in a highly professional and confidential manner are crucial. Problem solving and exercising good judgment are integral to this position.

Normal hours of work will be 8:00 a.m. – 4:45 p.m. Monday through Friday. Flexibility is required as hours may change based on operational needs.

Rate per hour: Job specific. Minimum rate would be \$23.22

Qualified applicants are invited to complete the application form and email it along with a resume clearly marked: "Administrative Support (Pool)" in the subject line by **4:30 p.m. by Wednesday January 24, 2018** to: hr@quintewest.ca

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. In accordance with the *Accessibility for Ontarians with Disabilities Act*, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 (4515) or email the above if you require an accommodation to ensure your participation in the recruitment and selection process.