

**Clerical Assistant Summer Student
(\$14.25/hour - \$20.03/hour)
Transportation Services Department**

The County of Grey is currently recruiting for a Summer Student to work in the Transportation Services Department (May to August - approximately 16 weeks).

As a member of the Transportation Services team, you will perform a variety of departmental functions including general clerical and administrative tasks.

The successful candidate will possess good analytical, organizational and computer skills, as well as the ability to work well unsupervised with an eagerness to learn. Attention to detail and accuracy is essential for data entry.

The normal hours of work will be Monday to Friday, 8:30am to 4:30pm.

Applicants are required to meet the following criteria:

- Currently enrolled in a business administration or similar program at the college or university level
- Planning to return to full time school in the fall of this year
- Eligible to work in Canada
- Between the ages of 15-24 years (or up to age 29 if person with a disability)

Candidates for the above position are invited to submit resumes prior to **Thursday March 11, 2021 at 4:30pm** to:

Mandy Ferguson, Accounting/Administrative Support Clerk
The County of Grey
595 9th Avenue East
Owen Sound, ON N4K 3E3
Email: Mandy.Ferguson@grey.ca
Web: grey.ca/employment/

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential

Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.