



Job Posting

Clerical Assistant Summer Student
Salary \$14.00 – 19.68 / 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 excellent analytical, organizational and computer skills, with a strong knowledge of Microsoft Office. The candidate will demonstrate a high personal motivation and initiative with strengths that include attention to detail, the ability to work well unsupervised and an eagerness to learn.

The successful candidate is currently enrolled in a business administration or similar program at the college or university level.

The normal hours of work will be Monday to Friday, 8:30 a.m. to 4:30 p.m. and 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, and
- Be 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 **Friday, February 28, 2020 at 4:30 p.m.** to:

Klarika Hamer, Administrative Assistant
The County of Grey
595 9th Avenue East
Owen Sound, ON N4K 3E3
Email: klarika.hamer@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.