 Job Posting

 **Clerical Assistant Summer Student**

**($13.51/Hour)**

**Housing Department**

The County of Grey is currently recruiting for a Summer Student to work in our Housing Department (May to August - approximately 15 weeks.)

As a member of the Housing Department team, you will perform a wide variety of functions which include receptionist duties at the Housing counter, updating applicant files and databases, processing applications and collating information packages for applicants and tenants.

The successful candidate will possess good computer skills and knowledge of business and office equipment, as well as strong interpersonal skills and the ability to work with confidential information. 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, 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, March 3, 2017** at **4:30 p.m.** to:

Jodi Eagleson, Administrative Assistant

The County of Grey

595 9th Avenue East

Owen Sound ON N4K 3E3

Fax: (519) 376-0445

Email: jodi.eagleson@grey.ca

Web: [grey.ca/employment/](http://www.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.*