



## **Town of Stephenville**

### **Summer Student Position – Administrative Assistant**

The Town of Stephenville is in search of an **Administrative Assistant - Summer Student**. The successful applicant must be a self-motivated individual with excellent organizational and communication skills who will be assigned a variety of duties to better assist our office staff and customers. The student will be the first point of contact for customer service and will direct telephone inquiries to the appropriate departments. The student will assist with various administrative and customer service activities in the assigned area from July 2023 to August 2023 and report to the Accounting and Asset Officer.

#### **Responsibilities:**

- Provide reception and customer service duties, including responding to telephone enquiries.
- Taking payments by cash, cheque, debit machine, processing online payments
- Implement, create, and maintain documents such as invoices, files, expenses, notifications, spreadsheets, statistical reports, and other related documentation.
- Collect, compile, and assemble files and information for distribution internally.
- Develop and maintain filing systems.
- May be required to prepare agendas for council meetings.
- Perform other related duties as required.

#### **Beneficial Skills and Requirements:**

- Must have strong organizational skills with the ability to time manage.
- Must be detail oriented.
- The ability to work under pressure and meet deadlines.
- Effective oral and written communication skills.
- Proficient with Microsoft Excel and Microsoft Word.
- Experience working in an office setting will be considered an asset.

## Qualifications

- The successful student must be a Post Secondary Student and must be enrolled in fulltime program for the next academic year (Fall/Winter 2023)
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been confirmed under the Immigration and Refugee Protection Act
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Hours of Work: 8:30 am to 4:00pm Monday to Friday

Duration: 8 Weeks

Hourly rate of pay: \$17.00 hour.

Start Date: As soon as possible

Interested and qualified applicants are invited to submit their resume and cover letter by July 5<sup>th</sup> at 4:00pm.

Submit Applications to:

Jennifer Brake  
Summer Student Job Posting  
Town of Stephenville  
125 Carolina Ave  
Stephenville, NL, A2N 2Z5  
Email: [jennifer.brake@stephenville.ca](mailto:jennifer.brake@stephenville.ca)

We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.