



**Summer Student
Administrative Assistant**
Town Hall/Administration

We're looking for an energetic and motivated post-secondary student who enjoys learning new skills on the job, working with the public & being part of a team!

Responsibilities may include:

- Answering telephones, responding to general inquiries and directing calls appropriately
- Greeting visitors and ensuring their needs are met and/or referred to the appropriate person when required
- Processing and inputting customer payments and maintaining databases accordingly
- Opening and distributing mail
- Billing customers and residents
- Performing daily cash counts and balances; and
- Providing support to the Administration team as needed.

Qualifications:

- Currently be a post-secondary student
- Be enrolled in a post-secondary program for fall 2023
- Be able to multi-task effectively and manage multiple priorities
- Have a good working knowledge of Microsoft Office programs
- Excellent customer service and interpersonal skills
- Demonstrated teamwork abilities
- Experience working with the public an asset

Individuals currently in a post-secondary executive office administration program would be a great fit for this position.

This position is scheduled to begin the first week of May and continue through until the end of August. To ensure that we have all our staffing completed before the fast-approaching summer, the deadline for applications is February 15th, 2023.

[Click here](#) to apply online

*The Town of Quispamsis reserves the right to require criminal record checks upon hiring.