



Canada Summer Jobs Office Assistant

Tasks and Responsibilities:

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Maintaining supply inventory. Maintaining office equipment as needed.
- Aiding with client reception as needed. Maintain trusting relationships with suppliers, customers and colleagues
- Support the administrative team in day to day activities and special events.

Requirements:

Warm personality with excellent written and verbal communication skills Excellent organizational and time management skills Analytical abilities and aptitude in problem-solving Working knowledge of office equipment an asset Proficiency in MS Office an asset Experience of book keeping/accounting procedure an asset

Position is 8 weeks, between June 3, 2019 to August 30, 2019

30 Hours per week

\$16.50 per hour



**Government
of Canada**