

THE DISTRICT MUNICIPALITY OF MUSKOKA

Various Departments

Job Description

POSITION TITLE: Administrative Support

CLASSIFICATION: Summer Student

POSITION SUMMARY:

Responsible for providing administrative support to Administrative Assistant and Department Managers (as required).

MAJOR RESPONSIBILITIES: (Not limited to)

- Provide general administrative support to department including but not limited to: filing photocopying, document assembly, and general office procedures;
- Assist with organization and maintenance of corporate filing;
- Updating department marketing or employee orientation materials as directed;
- Recording and creating comprehensive distribution lists for external allied agency involvements;
- Assist with special project initiatives (cross department);
- Other related duties as assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

Technological proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher, Access) and Internet. Knowledge of Dreamweaver (Website design) an asset. Ability to work independently with limited supervision. Detail oriented with strong attention to detail. Good oral and written communication skills. A valid Ontario Driver's License (minimum Class G2).

Students must be enrolled in full-time post secondary studies for the following school year with proof of enrolment provided to the Human Resources department when requested.

Students shall be hired based on qualifications, experience, skills, abilities and course of study applicable to position being filled. Relationship to another employee in the District shall not be a consideration in the hiring process.

Please note that with an Administrative Support position the Position Summary; Major Responsibilities; and Education, Experience and Qualifications; may differ depending on the hiring department.