



JOB DESCRIPTION

The Corporation of the City of Orillia has an opening for two Summer Clerical Students - one in the Clerk's Department and one in the Environmental Services and Operations Department.

DUTIES

- Provide superior customer service by responding to general inquiries by telephone, email or at the front counter.
- Filing duties in accordance with The Ontario Municipal Records Management System (TOMRMS).
- Data entry using MS Word and Excel.
- Other duties as assigned.

QUALIFICATIONS

- Currently enrolled in and returning to a post-secondary institution in the fall; business administration or related field an asset.
- Strong verbal and written communication skills with the ability to deal with the public in a professional manner.
- Works well independently and in a team setting.
- Proven computer skills using MS Office Suite, with excellent typing skills (50 w.p.m.).
- Knowledge of Great Plains Software would be beneficial.

This is a contract position from April/May, 2019 to August, 2019. Compensation for this position is \$14.46 per hour for 35 hours per week. Interested applicants are invited to submit their resume (in MS Word or PDF format) in confidence by February 27, 2019 at noon to:

Lori Bolton, CHRL,
Director of Human Resources,
City of Orillia,
50 Andrew Street South, Suite 300,
Orillia, ON L3V 7T5
Fax: 705-325-5904
Email: lbolton@orillia.ca

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.