

**POSTING DATE:** May 1, 2019

**POSTING NUMBER:** 20190624-07CCS

**STATUS:** OPEN

**TITLE:** ADMINISTRATIVE ASSISTANT (SUMMER STUDENT POSITION)

**DEPARTMENT:** CREDIT COUNSELLING

**HOURS OF WORK:** 35 HOURS EFFECTIVE JUNE 24, 2019 TO AUGUST 16, 2019

**EFFECTIVE IMMEDIATELY**

**UNION:** OPSEU

**LOCATION:** BELLEVILLE OFFICE

**SUMMARY OF DUTIES:**

Summary of Duties - The Administrative Assistant is a Canada Summer Jobs opportunity funded through Employment and Social Development Canada. This position will be based at our Belleville Credit & Financial Counselling office and will be responsible for administrative support.

**Administrative Support Duties:**

- Answering phones
- Accepting client payments
- Communicating with clients and creditors
- Booking appointments
- General office support

**MINIMUM REQUIREMENTS:**

The position requires good time management and organizational skills as well as an ability to cope with change and interruptions. Applicants must be able to communicate tactfully, on the phone and in person, and to interact with and deliver service to clients, community members, and other stakeholders, while being non-judgemental and maintaining professionalism and composure. Flexibility, attention to detail and the ability to maintain confidentiality are essential. Applicants must be able to work independently as well as collaboratively with staff across multiple locations.

**Qualifications**

- Currently enrolled as a student in a post-secondary education program in Social Service Works, Behavioural Sciences, Health Sciences or a related discipline
- Bilingualism (French-English) is an asset

**Eligibility Requirements**

**To be eligible, applicants must meet ALL of the following criteria:**

- Be between 15 and 30 years of age at the start of the employment term
- Be registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- Be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations

**APPLICATION:**

Applications will be accepted up to May 24, 2019:

[jobs@resolvecounselling.org](mailto:jobs@resolvecounselling.org)

417 Bagot Street

Kingston, Ontario, K7K 3C1

[www.resolvecounselling.org](http://www.resolvecounselling.org)

**Thank you for your interest in Resolve Counselling Services Canada. Please note that only those being interviewed will be contacted.**