



Family & Children's Services of Renfrew County

Together, A Caring Community.

Student Employment Administrative Assistant (2)

Reports to: Supervisor
Location: Pembroke

POSITION SUMMARY:

This student position will assist in the administrative tasks of the assigned departments.

KNOWLEDGE & SKILL REQUIREMENTS:

- Currently enrolled in a relevant post-secondary establishment
- Must have valid Ontario Driver's License and access to a vehicle
- Must have the ability to work independently, be highly organized and have sound knowledge in working with basic computer applications such as Microsoft Office, Word and Excel.
- A clear vulnerable sector police records check
- First Aid and CPR Certification is considered an asset
- Oral and written proficiency in French is considered an asset.

DURATION:

Starting September 13th, 2021 for 8 weeks

SALARY:

\$14.25 per hour

Deadline for applications is August 13th, 2021 by 4:30 p.m.

Our preferred method of resume collection is by electronic submission to careers@fcsrenfrew.on.ca Please reference "Student - Administrative Assistant" in your subject line.

**You can also apply directly to:
Supervisor of Human Resources
Family & Children's Services of Renfrew County
77 Mary Street, Suite 100
Pembroke, ON K8A 5V4**

We thank all candidates for their interest; however, only those considered for an interview will be contacted.