

April 28, 2017

Job Description for Summer Student

Position: **Junior Administrative Assistant**

Salary: **\$12.75 per hour**

Work Schedule: **Monday to Friday from 8:30am – 5:00pm**

Supervisor: **Operations Administrative Support Officer**

Start Date: **May 15, 2017**

End Date: **August 26, 2017**

Tasks and Responsibilities: The Junior Administrative Assistant (JAA) provides clerical and administrative support to QCGN staff as required. The incumbent performs daily and routine tasks that form part of the normal operations in an office environment and contributes to the efficiency and effectiveness of the organization. These include but are not limited to answering the telephone, receiving guests, assisting with archiving paper and electronic files, maintaining office supplies, photocopying and scanning documents. The incumbent will also be required to update and/or maintain electronic contact databases and distribution lists.

Job Qualifications

Returning student, at CEGEP or undergraduate level

Bilingual;

Well organized and able to prioritize tasks with attention to details;

Quick learner (especially with new software), website experience an asset;

Responsible, punctual with effective interpersonal skills to collaborate as part of a team.

This is a Full-Time (37.5 hrs/week), contract (from May 15 to Aug 26, 2017). Under the requirements of the "Canada Summer Jobs 2016" program, to be considered, candidates must be Canadian citizens or permanent residents entitled to work in Canada, under 30 years of age, and full-time students intending to return to their studies in the next school year.

Application Deadline

May 8, 2017

In addition to the above, the incumbent is required to perform any duty or task requested by and/or assigned by the Director General of the QCGN.

Who are we?

Founded in 1995, the Quebec Community Groups Network (QCGN) is a not-for-profit organization linking 53 English-language community organizations across Quebec.

Mission

The QCGN is a centre of evidence-based expertise and collective action on the strategic issues affecting the development and vitality of English-speaking Quebec. To learn more about the QCGN, please visit our website at www.qcgn.ca

Qualified candidates are asked to forward their CV's with a cover letter by May 8, 2017 to info@qcgn.ca