



**SOUTH NATION
CONSERVATION
DE LA NATION SUD**



Tel: (613) 984-2948 • Fax: (613) 984-2872 • Toll Free: 1-877-984-2948 • 38 rue Victoria Street, Finch, ON K0C 1K0 • www.nation.on.ca

JUNIOR ADMINISTRATIVE CLERK

Employment Period: Spring – August 2010

**Compensation: To Be Determined
35 Hrs Week**

JOB DUTIES:

Reporting to the Senior Administrative Assistant, the Junior Administrative Clerk will perform a variety of administrative functions.

REQUIREMENTS:

- Experience with computers and knowledge Microsoft Office programs
- Excellent organizational and interpersonal skills
- Valid Ontario Driver's License
- Previous office experience is an asset
- Bilingualism (English/French) is an asset

SUMMARY OF MAJOR TASKS:

- Receiving and distributing mail on a daily basis
- Assisting with the general office duties for all departments, including answering phones, typing of reports, emailing, faxing, photocopying, filing, troubleshooting problems with office equipment etc., as well as assisting the public with environmental issues.
- Distributing newspaper clippings to appropriate staff and then inserted into clipping binder.
- Other duties as assigned.
- All duties must be performed in accordance with SNC Safety Policy and Procedures, as well as the Occupational Health and Safety Act and Regulations.

LOCATION: The South Nation Conservation office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.

Forward Resumes by April 1st, 2010 to:

Dianne MacMillan, Senior Administrative Assistant
38 Victoria Street, PO Box 29, Finch, ON K0C 1K0
(613) 984-2948
dmacmillan@nation.on.ca

Please quote **'Junior Administrative Clerk'** in the subject line. Resumes submitted via email must be in Word or pdf format. Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted.

Our Local Environment. We're in it Together.  Notre environnement. Nous le partageons.

