

City of Pembroke

Office Administrative Assistant (Student) Job Summary

Administration Department

Reporting to the HR Coordinator and/or Tourism and Digital Media Officer.

Rate of Pay - \$19 per hour.

Education, Skills, Abilities

1. Must display effective interpersonal, communication and organizational skills;
2. Proficient in the use of computer applications including Microsoft Word, Excel, and Outlook;
3. Self-motivated and able to work with minimal supervision;
4. Preference will be given to post-secondary students in Office Administration and or/communications;
5. Knowledge of digital media platforms including Facebook, Twitter, Instagram, and TikTok considered an asset;
6. Existing knowledge of points of interest and businesses within the City of Pembroke and surrounding region considered an asset.

Responsibilities

Reporting to the HR Coordinator and/or Tourism and Digital Media Officer, you will assist with ensuring the smooth and efficient day-to-day operations of the office and assist in the co-ordination and execution of various projects.

Duties

1. Assist with daily administration and filing;
2. Assistant with updating policies and job descriptions;
3. Assist in quality assurance and accessibility maintenance of the municipal website;
4. Assist in the design of graphics and posts for municipal digital media platforms;
5. Assist with the administration of tourism and economic development projects;
6. Document, organize, and arrange shredding of records as directed;
7. Prepare letters and spreadsheets;
8. Assist with updating documents to an Accessible format;
9. Perform any other related duties as may be required.

Hours of Work:

Average thirty-five (35) hours per week, Monday to Friday.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must sign a Confidentiality Agreement.