

JOB TITLE: ADMINISTRATIVE ASSISTANT (STUDENT)

- **Department:** Corporate Services and Finance
- **Reports To:** General Manager Finance/Treasurer
- **Hours of Work:** Based on a total of thirty five (35) hours per week, Monday to Friday
- **Job Salary:** \$17.60/hr.

Job Summary:

Under the general supervision of the General Manager of Finance/Treasurer the Administrative Assistant (Student) will be the first face residents see as they enter the main office. The Administrative Assistant will be responsible for answering and filtering correspondence from residents. They will also be responsible for providing accounting and clerical activities, such as recording, processing and summarizing financial information to ensure effective and efficient operations. They will also provide administrative support to the overall Corporation by planning, organizing and implementing administrative systems, policies, procedures and projects for various departments.

Primary Duties:

- Assists with special projects and performs other duties as assigned by the General Managers of Finance/Treasurer, in accordance with Departmental or Corporate objectives.
- Conducts research and analysis as required for the preparation of reports, documents and correspondence.
- Assists General Managers by researching by-laws, recording, processing, and summarizing information.
- Managing a telephone system with high volume peaks and courteously receiving and screening in-bound telephone calls, emails and visitors
- Customer service and interpersonal skills and the ability to maintain effective relations with the public while respectively dealing with inquiries and complaints.
- Familiarity with finance administration and have experience handling and balancing cash transactions
- Fluency in both official languages-French and English
- Practice workplace safety
- Performs such other related duties as may be assigned

Qualifications:

- Full time University or College student
- Good knowledge of the Township of South Glengarry
- Comprehensive knowledge of Microsoft Office Suite

- Demonstrated communication skills
- Highly positive and professional demeanor

Employment Requirements:

- Punctual, regular and consistent attendance for a minimum of 16 weeks is a condition of employment.
- Understanding of the Occupational Health & Safety Act and safe work practices
- Reliable transportation including a valid Class G License and clean abstract

This posting is for an existing seasonal vacancy with a planned start of May 2026.

Application Deadline: Applications will be received until 12:00 noon on Friday, February 27, 2026. Along with your resume, please provide a cover letter summarizing why you are interested in this position and why you would be a good candidate. Documents should be emailed to the Deputy Clerk, Kayce Dixon at kdixon@southglengarry.com.

We may occasionally pilot AI-supported screening tools to support efficiency, but they are not a fixed part of our selection process. All hiring decisions are made by people, and candidates will be informed if any AI tool is involved in their assessment in accordance with the Employment Standards Act.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

The Township of South Glengarry is an equal opportunity employer committed to accessibility, inclusivity, and diversity. Accommodation is available throughout the recruitment process. If you require accommodation, please contact Kayce Dixon at kdixon@southglengarry.com.