

## JOB HIGHLIGHTS

QUINTE CONSERVATION IS HIRING!

# Corporate Services Assistant (1 Summer Position)

Valid Ontario Driver's License Required

- Work at the QC head office in Belleville
- Hourly wage of \$17.00 for a 35 hour week
- Work from May 6th to August 18th, 2024

ARE YOU PASSIONATE ABOUT THE ENVIRONMENT?  
**JOIN THE QC TEAM THIS SUMMER!**

Application Deadline: **February 9, 2024**

### What the Corporate Services Assistant does:

- Provide support to a variety of organizational initiatives related to accounting, administration, and corporate services
- Assist with the planning and coordinating of special events and outreach activities
- Assist the public and respond to enquiries and customer service requests
- Complete various office duties including filing and data entry

### What you need:

- Excellent verbal and written communications skills
- Computer skills with programs such as Outlook, Excel, Word, and PowerPoint
- Ability to quickly learn and master job specific computer programs and technology
- Excellent organizational skills to set priorities, monitor progress, and react to changing circumstances
- Ability to work with limited direction

### How To Apply:

Apply by email with cover letter and resume to Human Resources at [hr@quinteconservation.ca](mailto:hr@quinteconservation.ca). Include "Summer Jobs" in the subject of your email and the job title in your cover letter.

**Position dependent on funding.**

We thank all applicants for their interest. However, only those selected for an interview will be contacted.



Quinte  
**CONSERVATION**

Should you require any accessibility accommodation, please indicate this on your application and we will work with you to meet your accessibility needs.