

JOB HIGHLIGHTS

QUINTE CONSERVATION IS HIRING!

Corporate Services Assistant (1 Summer Position)

- Work at the QC head office in Belleville
- Hourly wage of \$17.00 for a 35 hour week
- Work from May 1 to August 18, 2023

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

Application Deadline: February 5, 2023

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. 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.

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



Quinte
CONSERVATION