

Quinte Conservation is hiring!

Corporate Services Assistant (1 Summer Position)

JOB HIGHLIGHTS

- Work at the QC head office in Belleville
- Hourly wage of \$16.90 for a 35 hour week
- Work from May 3 to August 20, 2021

Do you want to be part of a team that works toward creating a sustainable ecosystem where people and nature live in harmony?

Are you passionate about the environment?

Come and join the QC Team this summer!

Application Deadline: February 5, 2021

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

Do you have what it takes?

- Excellent verbal and written communications skills
- Computer skills with programs such as Outlook, Excel, Word and Power Point
- 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.



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.