



Doxtator Property Maintenance

673 Hazel Road, Southwold ON N0L 2G0

Phone: (519) 652-7221 Email: info@doxtatorpropertymaintenance.ca

Website: www.doxtatorpropertymaintenance.ca

JOB POSTING

Position: Administrative Assistant - Office
Term: Summer Student 2023 (July to August 2023)
Wage: \$17.00/hour
Hours: 35 hours/week, 9:00am – 5:00pm, Monday to Friday
Posting Date: April 24, 2023
Closing Date: May 15, 2023 @ 4:00pm

Job Summary:

Under the direct supervision of the general manager, the administrative assistant will assist in the daily operations of the office of Doxtator Property Maintenance.

Requirements:

1. Must have a social insurance number
2. Must be between the ages of 15 and 29
3. Must have reliable transportation to and from work each day
4. Must have First Aid/CPR certification or willingness to take training
5. Must commit to the full 8 weeks of employment

Duties and Responsibilities:

1. Receptionist duties as required
2. Clerical support
3. Assist with filing and electronic filing
4. Assist with data collection, data entry and data management
5. Assist in communications with staff and clients
6. Assist in daily invoicing and accounts collection activity, record payments received
7. Other duties as assigned by supervisor

Mandatory Documentation with Application:

1. Cover Letter
2. Resume
3. References – Names and contact numbers of at least 2 references (one can be a teacher, instructor or coach)

Submit all mandatory documentation to hiring@doxtatorpropertymaintenance.ca

- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- Only those selected for an interview will be contacted.