



**TOWNSHIP OF BLANDFORD-BLENHEIM
ADMINISTRATION / FINANCE
DEPARTMENT**

**OFFICE ASSISTANT (1 position required)
YOUTH EMPLOYMENT OPPORTUNITY
MAY 1, 2023 to SEPTEMBER 1, 2023**

The Corporation of the Township of Blandford-Blenheim has an opening as an office assistant for the summer in the Administration and Finance Departments. The focus of the work will be in Asset Management, as well as Laserfiche and other general office duties.

Responsibilities will include but not be limited to:

- Review and validate inventory data, assessed condition data and replacement costs, etc. for all assets
- Scanning documents and filing in Laserfiche electronic filing system
- Customer service including answering the phone
- Accepting payments and handling cash
- Data Entry (general knowledge of spreadsheets and accounting software is an asset)
- Performing general administrative functions

Requirements:

- Applicant must be between ages of 15 and 30 and eligible for CSJ grant;
- Must have an acceptable Police Records Check;
- Experience or knowledge in an accounting or administrative environment is considered an asset;
- Knowledgeable in MS Office and accounting software;
- Strong customer service, organizational and decision-making skills;
- Comfortable in fast paced environment, able to work under pressure;
- Effective interpersonal skills, high attention to detail, excellent oral communication skills;
- Proven ability to work independently or as a member of a team;

This position requires a 35 hour work week and compensation for this position is \$18.00 per hour.

Deadline: Applications will be accepted until February 2, 2023, 5:00 p.m.

Applicants are invited to submit their resume and cover letter in one pdf document in confidence to:

Denise Krug
Treasurer / Director of
Finance
Township of Blandford-Blenheim,
47 Wilmot Street
Drumbo, ON. NOJ 1G0

Or Email to: dkrug@blandfordblenheim.ca

The Township of Blandford-Blenheim is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Blandford-Blenheim if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants that apply and advise that only those to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.