

THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department
Housing Services Division

Requires an
Office Assistant Student

Reporting to the Applicant Services Manager, the Office Assistant Student is responsible for performing various administrative and office support duties. The Office Assistant Student works approximately 35 hours per week, Monday to Friday; beginning in May and ending in September. This position will work out of 138 Wyndham Street, Guelph.

The minimum qualifications for this position include:

- Enrolment in high school, college or university and be returning for full time studies.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

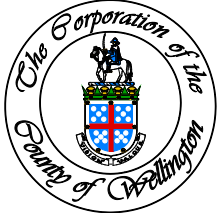
This position offers an hourly range of \$17.50 to \$19.00 (2023 Student Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #023STUD-23 by Friday, February 3 at 12:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

Alternate formats available upon request.



COUNTY OF WELLINGTON POSITION DESCRIPTION

Title: Office Assistant - Housing Student	Reports to: Applicant Services Manager
Department: Housing	Positions Supervised: 0
Effective:	Revised: January 2023

BASIC FUNCTION:

Reporting to the Applicant Services Manager, the Office Assistant Student is responsible for performing various administrative and office support duties.

PRINCIPAL RESPONSIBILITIES:

- Reception duties which include receiving telephone calls and directing to appropriate staff, accepting interact and cheque payments, data entry into accounts receivable database and balancing daily bank deposits.
- Dealing with angry or difficult clients and those with language and cultural barriers.
- Researching projects (i.e. market rent surveys, telephone surveys, special housing projects, etc.).
- Data entry of tenant and applicant information into Yardi database systems.
- Organizing and filing applicant, tenant and maintenance documentation.
- Keeping accurate records.

CONTACTS:

Internal: Housing Services Manager and staff.

External: The public, Applicants, Tenants, and Contractors.

MINIMUM QUALIFICATIONS:

- Enrolment in high school, college or university and be returning for full time studies.

CONDITIONS OF EMPLOYMENT:

- Police Vulnerable Sector Check.

OTHER:

Location: 138 Wyndham Street, Guelph ON.

Regular Work Hours: 35 hours per week.