



### **Summer Employment Administration Assistant**

UnBQ is looking for a returning Post-Secondary/University Student for an 8-week position.

The candidate is responsible for carrying out the routine clerical and administrative duties for different departments at Blue Quills.

Duties include:

- General filing duties and administrative tasks on a daily basis.
- Scanning documents; typing for staff, faxing and photocopying;
- Cover reception and Library when needed, answering phone, entering mail, greet public in a respectable manner, etc.
- Assist with different projects around the University.

#### **Requirements:**

- Is between 15 and 30 years of age;
- Was registered as a full-time student during the preceding academic year at a post-secondary institute or University and a returning student on a full-time basis in the next academic year;
- Computer skills (i.e. word, excel, powerpoint);
- Excellent communication skills;
- Very effective organization skills;
- Ability to work independently or as a team player.

**Posted: June 06, 2019**

**Closing: June 20, 2019** Please submit resumes to: Sheila Poitras, Executive Assistant at University Blue Quills Box 279, St. Paul, AB T0A 3A0 Fax (780)645-5215/Email [sheilap@bluequills.ca](mailto:sheilap@bluequills.ca).