



The Ontario Provincial Police Association requires a part-time receptionist for day to day office assistance.

Qualifications

A two year college diploma in business administration or related discipline and/or related office experience

Summary of Duties and Responsibilities

Provide day to day administrative support for the office: execute various incoming and outgoing communications, document management, database entry, organize in house events, and maintain office and promotional inventories

Only Candidates with the following demonstrated knowledge, skills, and abilities will be considered:

- Strong administrative and motivational skills
- Ability to prepare routine correspondence
- Ability to maintain internal office filing system
- Accuracy with data entry
- Superior communication skills required to receive visitors and callers
- Aptitude to organize and prioritize assignments to meet deadlines
- Advanced knowledge of word processing and spreadsheet programs
- Ability to exercise judgment in determining extent of information to be provided in response to enquiries and in referring pressing matters to appropriate staff

Starting hourly rate: \$17

This is a six month renewable contract position.

Qualified applicants are invited to apply in writing. A job description is available upon request. Resumes will be held in the strictest confidence.

Interviews will be held at the OPP Association on Friday August 6th.

Only short listed candidates will be invited to attend an interview.

Apply to:

Kim Tait, Office Manager
Ontario Provincial Police Association
119 Ferris Lane
Barrie ON L4M 2Y1
"Private and Confidential"

E-mail: jobvacancy@oppa.ca

Closing date for applications: August 3rd, 2010 at 12:00 noon.