

CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

JOB DESCRIPTION

TITLE : Administrative Assistant - Student

DEPARTMENT : Administrative Services

DIRECTOR : Clerk

SUMMARY OF FUNCTIONS

Under the supervision of the City Clerk, the Student Administrative Assistant provides support to the day-to-day operations of the various departments of Town Hall. It provides this support by ensuring the confidentiality, efficiency and fluidity of services and contributes to the smooth running of daily activities.

DUTIES AND RESPONSIBILITIES

1. ADMINISTRATIVE SERVICE

Under the direction of the Clerk, the Administrative Assistant-student is responsible for:

- Greet and orient visitors, answer phone calls and general/administrative emails,
- Perform a variety of secretarial tasks, including filing, digitizing, archiving and updating records (paper and electronic),
- Enter data, update databases and ensure accuracy of information,
- Prepare, review and format administrative documents (letters, forms, tables, simple reports),
- Ensure the management of confidential documents in accordance with the standards and procedures in force,
- Provide logistical support during meetings or activities (preparation of documents, room reservations, simple note-taking),
- Collaborate with team members to meet the specific needs of the department,
- Maintain inventory;
- Perform any other related tasks related to administrative support.

2. HUMAN RESOURCES

None

3. FINANCIAL RESOURCES

None

4. MATERIAL RESOURCES

- Ensure the confidentiality of all documents transmitted to it in accordance with applicable laws, regulations and policies,
- Use normal office work tools: computer, printer, telephone, photocopier,
- The employee is responsible for the materials and equipment assigned to him or her by the municipality.

5. KNOWLEDGE / EXPERIENCE

- Be enrolled in a study program in September 2026 (secondary or post-secondary),
- Have experience in a similar position,
- Able to communicate clearly in French and English (speaking, reading and writing),
- Strong organizational capacity and ability to manage priorities,
- Demonstrate qualities of professionalism and discretion,
- Demonstrate a sense of service to the community and team spirit,
- Autonomy, initiative and attention to detail,
- Good knowledge of office automation tools and various software, including the MicroSoft Suite,
- Ability to learn new systems quickly.

6. PHYSICAL AND MENTAL EXERTION

- Little physical effort required, which may include the ability to lift and carry equipment or boxes weighing up to 20 pounds,
- Seated working position,
- Periods of regular mental focus.

7. DECISION-MAKING AND JUDGMENT

The work is carried out under the supervision of the Clerk in accordance with established directives, procedures and policies.

8. INTERPERSONAL RELATIONSHIPS

Demonstrate interpersonal skills when interacting with staff, members of Council, neighbouring municipalities, government officials and the general public.

INTERNALLY:

- Regular contact with City Hall staff.

EXTERNALLY:

- Regular contact with suppliers, and the public.

WORKING CONDITIONS:

9. ENVIRONMENT

- Exposure to office, professional and managerial work,
- Ability to work in an environment with many interruptions,
- Opportunity to gain relevant experience in administration.

10. CONTROL OF THE WORKING SCHEDULE

- The job is performed according to the normal opening hours of the Town Hall: Monday to Friday between 8 a.m. and 4 p.m.

Note: This document was written using the masculine gender only for the purpose of lightening the text. It is agreed that all genres are an integral part of this document.