



Stanstead



JOB OFFER Office Assistant

The Town of Stanstead is proud to launch a new student job program entitled: My First Job in Town! This program will allow two young Stanstead residents to obtain first-time job experience with Town of Stanstead administrative team.

Main Tasks:

- Filing administrative documents (physical and digital);
- Data entry;
- Replacing the receptionist at the front desk;
- Sending, receiving and forwarding email;
- Preparing postal mailings.

Required Skills:

- Autonomy;
- Willingness to learn;
- Analytical skills;
- Knowledge of basic software (Microsoft Office);
- Serious about work.

Selection Criteria:

- Have obtained a high school, DEP or other diploma within the past 24 months, or be in the process of obtaining it (at the time of job posting); **OR**
- Be at least 16 years old and in the process of obtaining a high school, DEP or other diploma in the 3 months following the call for candidates;
- Reside in the Town of Stanstead at the time of job posting and for the duration of the mandate;
- Send a CV and presentation letter to the Town while respecting all above criteria.

We invite interested individuals to send their curriculum vitae and a letter of motivation, to the attention of Jean-Charles Bellemare, general manager, by **Friday, May 28, 2021, at noon**, to the following:

Jean-Charles Bellemare, general manager
My First Job in Town – Office Assistant
425 Dufferin Street, Stanstead, Quebec J0B 3E2
Email: directeurgeneral@stanstead.ca
Telephone: 819-876-7181, ext. 102

Though all candidates will be analyzed attentively, note that only those selected for an interview will be contacted. Thank you for your interest in this program.