

EMPLOYMENT OPPORTUNITY



Office Administrative Assistant Part-Time Position

The Downtown Heritage Perth Business Improvement Area is currently accepting applications for a Part-Time Office assistant.

Reporting to the Personnel Committee, the Part-Time Office assistant is responsible for the following:

1. Provide support to the BIA Coordinator with a variety of administrative tasks
2. Other duties as assigned from time to time

The successful candidate will possess the following qualifications:

1. Must have strong oral and written communications skills, and be able to work effectively and build relationships with others.
2. Must have a positive, enthusiastic attitude with the ability to work independently, as well as take direction.
3. Must have good organization and planning skills, and be able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences.
4. Strong understanding of Social Media with a working knowledge of Instagram and Facebook. Proficient computer skills, including Microsoft Office, Microsoft Excel, and PowerPoint.

The hourly rate for this position is \$15/Hour. We will be asking that the successful candidate work 1 day/week starting May 6th, 2019, until May 31st, 2019 for training. This is a 30 hour per week position that will begin on Monday, June 3rd 2019 and end on Friday August 2nd 2019. This position will also require flexibility for some evening and weekend work.

Applicants are invited to submit covering letters and resumes no later than April 26th at 5pm to the attention of Kari Clarke, Downtown Heritage Perth Business Improvement Area, 80 Gore Street East, Perth, Ontario, K7H 1H9 or via e-mail at bia@perth.ca

The Downtown Heritage Perth Business Improvement Area is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, and will be used only for the purpose of candidate selection. The Downtown Heritage Perth Business Improvement Area will provide accommodation for individuals with accessibility needs.