

 <p style="text-align: center;"><b>Job Title:</b> <b>Office Administration</b></p>	<p>Job ID: <b>ST471MD</b></p>
<p><b>General office duties, answer telephone, dispatch jobs, process and prepare documents and other duties as required.</b></p> <ul style="list-style-type: none"> <li>▪ <b>Basic skills in bookkeeping – Simply Accounting experience would be an asset</b></li> <li>▪ <b>Grade 12 education</b></li> <li>▪ <b>Good communication skills and computer literacy</b></li> </ul> <p><b>MUST be flexible in job duties and multi-tasking to help support busy office</b>  <b>Permanent part-time hours – 8 am start daily</b>  <b>Approximately 20-25 hours/week – Busy season 30 hours –</b>  <b>Flexible with hours</b></p>	<p>Date Posted: <b>March 10, 2020</b></p>
	<p>Location: <b>St. Thomas</b></p>
	<p>Wage: <b>\$15.00/hr</b></p>
	<p>Hours: <b>Part time</b></p>
	<p>Education:</p>
<p><b>To Apply:</b>  With the <b>Job ID</b> in the subject line, email resumes to  <a href="mailto:jobs@employmentserviceselgin.ca">jobs@employmentserviceselgin.ca</a></p>	<p>Other:</p> <p>Apply By: <b>April 20, 2020</b></p>