



Job Title:

Office Secretary/Administration

Job ID:

ST472MD

Duties

- Answering phones
- Computer skills -inputting information
- Record keeping and filing
- Banking/reconciling accounts
- Experience is an asset

Date Posted:

March 10, 2020

Location:

St. Thomas

Wage:

\$15-16/hour

Hours:

Full-time

Education:

Other:

To Apply:

With the **Job ID** in the subject line, email resumes to jobs@employmentserviceselgin.ca

Apply By:

April 20, 2020