



# Quinte CONSERVATION

## Corporate Services Assistant

\$18.00 per hour/ 35 hours per week  
From May 5th to August 15th, 2025

### Responsibilities

- Interact with the public daily through telephone, email, and in-person
- Provide support to a variety of organizational initiatives related to accounting, administration, and corporate services
- Assist with the planning and coordinating of special events and outreach activities
- Assist the public and respond to enquiries and customer service requests as well as direct calls and individuals to the appropriate department for further information
- Complete various office duties including filing and data entry

### Requirements

- Returning college or university student, preferably enrolled in Business Administration, Accounting, or Human Resources
- Experience in working with the public and providing excellent customer service
- Excellent verbal and written communications skills
- Computer skills with programs such as Outlook, Excel, Word, and PowerPoint
- Ability to quickly learn and master job specific computer programs and technology
- Excellent organizational skills to set priorities, monitor progress, and react to changing circumstances

### *Apply by February 9, 2025*

Send an email with cover letter and resume to Human Resources, at [hr@quinteconservation.ca](mailto:hr@quinteconservation.ca). Include "Summer Jobs" in the subject of your email and the job title in your cover letter.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.  
*Please indicate if you require Accessibility accommodation on your application.*