



**TOWN OF CRESTON
EMPLOYMENT OPPORTUNITY
SEASONAL SUMMER STUDENT
(Finance & Corporate Services)**



The Town of Creston is now accepting applications for **one (1)** seasonal **Summer Student** employment position commencing on or about May 5, 2025 through to August 29, 2025 in the **Finance and Corporate Services Department**. Employment conditions and wage for this position will be as per the current Collective Agreement between CUPE Local 2092 and the Town of Creston. The wage for this student position will be \$21.02 per hour.

Applicants for this position must be a mature, performance-oriented individual with the ability to work extremely well with others, and be highly focused on providing excellent customer service.

DUTIES AND RESPONSIBILITIES:

- Provide general administrative support to the Finance and Corporate Services Department
- Digitize and archive documents to assist with electronic records management
- Provide reception, telephone and cashier back up as required
- Provide back up for other finance/administrative staff as required
- Conduct research to support staff priorities and projects
- Other related duties as assigned, as per the nature and scope of the position

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

- Grade 12 graduation or GED/CAEC
- Ability to exercise good judgement
- Experience with providing excellent customer service
- Must have excellent verbal and written communication skills
- Excellent understanding of computer use including proficiency with Microsoft Office and databases
- Ability to prioritize and multitask

ADDITIONAL INFORMATION:

Applicants must be enrolled or returning to a post-secondary institution as a full-time registered student.

Please submit applications containing cover letter and resume by Friday, April 4, 2025 via <https://www.creston.ca/careersjob-opportunities> . Position title: Summer Student (Administrative Support).

Direct inquiries to:
Marsha Neufeld - Executive Assistant / Human Resources
marsha.neufeld@creston.ca.

We thank all applicants for their interest, however only those applicants being considered for an interview will be contacted.