

**DESAUTELS****Faculty of Management
Faculté de gestion**

Temporary Assignment AMUSE	
Position Title:	Office Assistant
Hiring Unit:	Desautels Faculty of Management
Hours:	Approx. 10 hours per week
Hourly Wage:	\$13.75 per hour and 4% vacation pay and compensation for Legal Holidays will be included on each pay.
Duration:	
Date of Posting:	October 3 rd , 2017
Deadline to Apply:	October 20 th , 2017
Job Summary	
<p>Under the direction of the immediate supervisor, provides administrative and secretarial support. Participates in ensuring the smooth functioning of the unit's operations. Assists in the organization of unit activities. Responsible for documents and files of the unit. Maintains computerized information systems.</p>	
Main Duties & Responsibilities	
<p>General Office Duties: Working the BCom Office front counter, responding to telephone and e-mail inquiries and or requests, filing, working with spreadsheets and providing support to BCom Staff.</p>	
Minimum Education and Experience Required	
<p>Must be a current McGill Student</p>	
Other Qualifying Skills & Abilities	
<p>Friendly, punctual with strong customer service skills. Bilingual</p>	
HOW TO APPLY	
<p>Please submit your resumé to the BCom Office, (Samuel Bronfman Building Room 110), no later than Friday October 20th, 2017.</p>	