

Grounds Crew Assistant

The City of Quebec City is seeking students for work during the summer months with our grounds crews at the municipal golf courses. Training in safe groundskeeping and landscaping work practices, and the use of a variety of small power equipment will be provided. Full-time and part-time hours are available with a variety of shifts, most starting before the golfers arrive early morning, leaving you free to enjoy the summer afternoons. Some shifts on weekends, evenings and holidays may be required. You will work with a grounds crew or independently to perform a variety of tasks related to the maintenance of the golf course and grounds, including planting, weeding, mowing, edging, trimming, and aerating. Some operation of small power equipment and routine maintenance of this equipment will also be required.

We require the following:

- **Self-motivated:** you take initiative to do assigned work without close supervision.
- **Team Contributor:** you work co-operatively with others to complete tasks.
- **Customer Focus:** you recognize the impact of your work on our visitors' experience.
- **Communication:** you understand and convey information well verbally and in writing.
- **Positive Attitude:** you have a positive attitude in your work.
- **Education/Experience:** An interest in horticulture, landscaping, or groundskeeping and previous experience using related power equipment would be an asset but not required.
- **Licenses/Certification:** WHMIS training will be provided.

A competitive wage is provided. Full or part-time hours are available from late June to late August. With good performance, there may be opportunity for employment in future years.

Please email your résumé and cover letter, **in one PDF file**, by 4:00pm on Friday, May 24, 2024, to:

Ms. Tania Evans-Doyle
Manager, Parks and Recreation, City of Quebec City
PO Box 123
Quebec City, QC
G1A 0A2
JobSearchNTC@gmail.com

Administrative Assistant

The City of Quebec City is seeking students keen to take on a variety of administrative tasks in a busy office environment to provide support to our staff during the summer months. We have a vibrant workplace and a reputation for offering valuable opportunities for student employment and growth. The City has full-time and part-time hours available to qualified students in various departments during the busy summer period.

The Administrative Assistant will perform varied administrative functions such as greeting customers, responding to inquiries in person or by phone, preparing emails, creating and editing documents and spreadsheets, managing correspondence, maintaining other electronic and paper files, updating the City's website, accepting payments for municipal services, and other tasks as required.

We require the following:

- **Team contributor:** you work co-operatively with others to complete tasks.
- **Self-motivated:** you take initiative to do work without continual direction.
- **Customer focus:** you are customer-service oriented and recognize the needs of internal and external customers.
- **Positive attitude:** you display your positive attitude in your work.
- **Communication:** you listen, understand and convey information well verbally and in writing.
- **Digital Skills:** proficient with software such as Microsoft Office Suite for data entry, email, content management, communication and collaboration platforms.
- **Problem solving:** continuously responding to internal client and external customer inquiries.
- **Licenses/certifications:** An acceptable criminal record check (financial sector) is required. WHMIS training will be provided.

Previous experience working in an office environment is an asset.

A competitive wage is provided. Full or part-time hours are available from late June to late August. With good performance, there may be opportunity for employment in future years.

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