

Position: Customer Service Assistant

Job Location: Ormstown, QC

Wage: \$11.50/hour

Job description: To successfully help manage and coordinate the Ormstown Fair, including event management, bookkeeping, schedule setting, registration preparation and prize money delivery. Other opportunities will arise through the work term.

Qualifications: Bilingualism an asset. A passion for event planning and a sense of community. The successful candidate will be able to quickly learn new technologies and be fluent in standard Microsoft programs, as well as email.

As a requirement, you also have to be a full-time student in a secondary education program.

Please send your resume and cover letter to resume@expoormstown.com by May 11, 2017.