



Fort Frances Power Corporation
Position Description

POSITION TITLE: Summer Business Student

GENERAL SUPERVISOR: President & CEO

EMPLOYEE GROUP: Non-union

DATE: February 2020

POSITION SUMMARY:

The Summer Business Student reports directly to the President & CEO. Direction will be provided by all Administration staff as this position entails working in a team environment. Responsibilities include providing support across various departments, including: Administration; Human Resources; Finance; Customer Service; Operations.

The position is full-time and temporary in nature, consisting of a thirty-five (37.5) hour Monday to Friday work week.

DUTIES AND RESPONSIBILITIES: (The following set out the principal functions of the job, but are not considered to be a detailed description of all work requirements.)

- Relief duties:
 - Answer incoming telephone calls and attend to walk in customers.
 - Direct incoming correspondence to the appropriate recipient including emails, faxes and mail.
 - Data entry and processing, such as issuing customer service requisitions and completing internal forms/paperwork.
 - Other administrative duties as assigned.

- Special Projects:
 - Inventory, index and organize paper & electronic corporate documents.
 - Assist in implementing a document retention system.
 - Convert and organize paper records to electronic files/formats.

- Expectations
 - Deals with the public in a courteous manner.
 - Adheres to privacy policies and maintains a high level of confidentiality.
 - Responsible for following all applicable legislation, rules, regulations, work procedures and the Corporation's health and safety policies and procedures.
 - Performs such other related duties as may be assigned.

MANDATORY QUALIFICATIONS

- Must possess a high school diploma.
- Must hold a valid Ontario Class G driver's licence with a clean abstract.

SKILLS & COMPETENCIES:

- Must be well versed in office related computer applications.
- Must have good reading comprehension and written skills.
- Must have excellent organizational skills with attention to detail.
- Must be able to follow directions, prioritize and multitask.
- Must have good customer relations and teamwork skills with a commitment to continuous improvement.
- Must have excellent interpersonal and communication skills.