



Business Services Assistant

Part-time/permanent – 20 hours per week

Reporting to the Business Manager, the Business Services Assistant is a key member of the administration team. The incumbent provides administrative support services by booking facilities, assisting with library staffing and scheduling needs, administering collection agency accounts, providing back-up for payroll processing, monthly procurement card reconciliation and special event support.

Key qualifications for the successful applicant:

- You are customer-focused, fostering positive relationships with internal and external stakeholders.
- You have strong organizational, problem solving and decision-making skills and are capable of tracking concerns and inquiries, ensuring timely follow up.
- You are able to prioritize, cope with interruptions and work under pressure to meet multiple deadlines and to exercise discretion and solid judgment when handling confidential information.
- You have strong interpersonal and communication skills that enable you to interact in varied situations with our Library staff, management team, stakeholders, partners and the public.
- You are a multi-tasking, self-starter who thrives in a team environment.
- You have a post-secondary certificate in business or administration, which is complemented by at least three years of relevant administrative experience.
- Your advanced technical proficiency includes sound knowledge of MS Office software.

A valid “Class G” driver’s license in good standing and use of an automobile for corporate business is required, as is the ability to attend occasional evening and weekend meetings/events. The Library requires a current Vulnerable Sector Screening from the successful applicant as a condition of employment.

To apply, qualified candidates are asked to please email a resume and cover letter (Word DOC) in confidence by 04:00 p.m. on Friday, October 13, 2017 to:

Aurora Public Library, Human Resources
jobs@library.aurora.on.ca

The Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. The Aurora Public Library is pleased to accommodate individual needs in accordance with the *Accessibility of Ontarians with Disabilities Act, 2005* (AODA). If contacted regarding this competition, please advise the interview coordinator or email jobs@library.aurora.on.ca of accommodation measures you may require during the selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.