

Position Description Research Clerk

This is a temporary position funded under the 'Canada Summer Jobs' initiative. It is a minimum wage position running from July 3rd to August 31st 2018.

A resume is not necessary but please provide a personal letter addressed to Ron Furlong of the Amherst & Area Chamber of Commerce (See below) stating your latest completed grade level and why you believe this is an ideal position for you.

Main duties

- This position will assist in the preparation of periodicals, advertisements, catalogues, directories and other material for publication; proofread material; verify facts and conduct research.
- The position holder will read material prior to publication to detect and mark for correction any grammatical, typographical or compositional errors.

The tasks this position requires the employee to perform are:

- Reading existing directories, pamphlets, and publications including tourism promotional material and phonebooks.
- Make note of leisure opportunities and accommodations within a geographic area. Capture a description and details of the opportunity, and confirm that information against the existing information.
- Initiate emails, phone calls and/or letters to confirm key details of identified opportunities and accommodations.
- Record confirmed key details within an MS Excel document
- File and retrieve electronic and paper documentation supporting the key details of identified leisure opportunities and accommodations.

The skills, abilities and competencies involved for successful completion of the project are:

- A polite presence by telephone, email, and standard mail
- Capabilities in On-line, and directory searches
- Ability to take direction and clarify instructions
- Understanding the levels and responsibilities of delegation
- Skills in time management, priority setting, and identifying milestones
- Ability to work in MS Excel and MS Word
- Understanding common options for electronic and paper document handling in classification, storage and retrieval

The employee would work out of the office of the Amherst & Area Chamber of Commerce at 5 Ratchford Street, Suite 210 Amherst, NS./ P.O. Box 283 B4H 3Z2.