

Frontline Clerk

This position provides support to our frontline operations. Candidates must be full-time students with excellent communication and customer service skills.

Duties include:

- Providing information on the College and Students' Association operations.
- Entering housing ads on our online database
- Answering phones
- Providing student health plan information.

If interested please hand in your resume and timetable in person to:

Don MacRae

Executive Assistant

1385 Woodroffe Ave. Rm C151.

Ottawa ON

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