

Part Time Service Provider - CONTRACT POSITION

This position requires 10 - 15 hours per month on average.

SKILL SETS/QUALIFICATIONS FOR THIS POSITION AS FOLLOWS:

Proficient in Windows 7, Microsoft Office and Internet Explorer.

Knowledge of E-Mail Systems.

Communication and Organizational Skills are Essential.

Familiar with database management.

RESPONSILITES FOR THIS POSITION AS FOLLOWS:

The Ability to work with tight deadlines.

Update Website with Photos / Club News / Events.

Update Facebook with Photos / Club News / Events.

Newsletters and Correspondence to Members.

Confirm Memberships (New and Renewals).

Special Projects as assigned.

Please submit a quote in writing to the Club with a current

Resume/Business Profile to the e-mail address or P.O. Box below:

hamtransportation@cogeco.net

Hamilton Transportation Club

Fennell Postal Outlet, P.O. Box 61501, Hamilton, ON, L8T 5A1