



MUNICIPALITY OF
South Bruce

OFFICE ADMINISTRATION SUMMER STUDENT

The Municipality of South Bruce is seeking an Office Administration Summer Student, to fill one vacancy. This position will perform a variety of administrative tasks to support the operations of the Economic Development department. They will be tasked with conducting Business Retention & Expansion (BR&E) interviews and surveys with local South Bruce businesses.

Hours of work are 35 hours per week. Regular hours Mon-Fri 8:30am-4:30pm.

Education & Recommended Qualifications:

- Enrolled in post-secondary education in Business Administration, Office Administration, or similar education.
- Strong public relations, interpersonal and organizational skills.
- Excellent written and verbal communication skills.
- Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively.
- Experience working in customer relations preferred.

Interested candidates are invited to apply by submitting their resume with a cover letter by **12:00 pm Noon on Thursday, March 20, 2025**, to:

Laura Kennedy, HR Assistant
Municipality of South Bruce
21 Gordon St E
PO Box 540
Teeswater, Ontario N0G 2S0

Applications will be received electronically by emailing the cover letter and resume to: lkennedy@southbruce.ca in either Word or Adobe format.

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.



MUNICIPALITY OF

South Bruce

POSITION DESCRIPTION

POSITION TITLE: **Administrative Summer Student**

DEPARTMENT: Administration SALARY GROUP:

GENERAL SUPERVISOR:

POSITION SUMMARY:

Under the direction of the Economic Development Officer, the Administrative Summer Student will perform a variety of tasks to support the Economic Development Department and will be responsible to complete the Business Retention & Expansion (BR&E) interviews and surveys with South Bruce Businesses.

GENERAL DUTIES / RESPONSIBILITIES:

- Coordinate a weekly schedule and task list
- Contact South Bruce businesses to organize meetings to complete the BR&E surveys
- Send out the BR&E survey to targeted businesses in advance of the meeting
- Complete BR&E survey with business owners and enter raw data into computer tracking system
- Inform the Economic Development Officer of any immediate business concerns or highlights
- Meet weekly with the Economic Development Officer to provide regular progress updates
- Assist with action plans based on key findings in the results of the surveys
- Create a final report of your activities
- Other duties as assigned to support administrative and Economic Development

KNOWLEDGE & SKILLS:

- Exceptional customer service and communication skills
- Excellent attention to detail and accurate data collection
- Good working knowledge of various computer programs
- Experience working with the public
- Ability to work independently
- Excellent time management & organizational skills
- Ability to deal with sensitive, confidential subject matter in a tactful way

QUALIFICATIONS:

- Pursuing post-secondary education in Business Administration, Office Administration, communications or similar education.
- Strong public relations, interpersonal and organizational skills
- Excellent written and verbal communication skills
- Experience working in customer relations preferred
- Valid G License and reliable transportation

CONDITIONS OF EMPLOYMENT:

- Usual Office Hours: Mon - Fri, 8:30 a.m. to 4:30 p.m. with a one-hour lunch break.
- Potential outside of these set hours may be required to accommodate businesses
- Summer Student Contract - June through to August 2025

Prepared By:

Approved By:

Effective Date: