

EMPLOYMENT OPPORTUNITY OFFICE ADMINISTRATION SUMMER STUDENT

The Municipality of South Bruce is seeking a Full Time Office Summer Student. This position will perform a variety of Administrative tasks to support the operations of the Administration office. They will have the opportunity to provide input, and give support to the Senior Management Team in a variety of administrative, communications, and public relations, tasks.

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

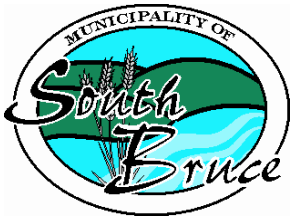
Education & Recommended Qualifications:

- Pursuing 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 covering letter **by 12:00 pm Noon on Monday, February 13th, 2023** to:

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

Resumes and covering letters may also be forwarded to miesen@southbruce.ca in either Word or Adobe format.



POSITION DESCRIPTION

POSITION TITLE:	Administration Student	
DEPARTMENT:	Administration	SALARY GROUP:
GENERAL SUPERVISOR:	Deputy Clerk	

POSITION SUMMARY:

Under the direction of the Deputy Clerk – the Office Summer Student will perform a variety of Administrative tasks to support the operations of the Administration. The Office Summer Student will have the opportunity to provide input, and give support to the Senior Management Team in a variety of administrative, communications, and public relations, tasks.

GENERAL DUTIES/RESPONSIBILITIES:

- Records Management – Assist in maintaining the filing system and inventory list. Receives and files documents and vital records;
- Answers the telephone, responds to questions regarding municipal matters and direct the call to the appropriate department.
- Conducts customer service functions including attending the front counter dealing with inquiries and scheduling appointments.
- Conducts record searches for request of senior staff
- Input and organize information into asset data management system accurately and in detail.
- Undertake various administrative tasks to support the senior Management Team on a regular basis.
- Purges the files with reference to the Retention By-law
- Establishes and maintains friendly, tactful relationships with the public at the counter and phones.
- Provides coverage for customer service clerk and other administrative staff during vacation.
- Performs a variety of clerical tasks in support of the administrative branch of the Municipality. Is also responsible for clerical tasks for Works Department, Recreation Department, Fire Department, Sewage Treatment Plant Operations, Landfill, etc.

KNOWLEDGE AND SKILL:

- Exceptional written and oral skills
- Experience interacting with the public, meeting public needs.
- Must have sound working knowledge of computers particularly with Microsoft Office, email, Internet, graphic design and web page software
- Superior organizational and time management skills
- Ability to work independently and as part of a team
- Ability to deal with sensitive, confidential subject matter in a tactful way.

QUALIFICATIONS:

- Pursuing 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

CONDITIONS OF EMPLOYMENT:

- Usual Office Hours: 8:30 a.m. to 4:30 p.m. with a one-hour lunch break.
- Work is sometimes subject to significant stress due to tight, unyielding deadlines imposed by statutes, shifting priorities and demands of the public.
- Incumbent must deal tactfully with residents, Council members and suppliers.

Prepared By:
Effective Date:

Approved By:
Supersedes Date: