



## Summer Student - Administration

This position will provide administrative support to the Clerks/Corporate Services Department in accordance with our policies and procedures. Duties and requirements include:

- Provide general administrative support including but not limited to: photocopying, routine correspondence, document assembly/revisions, conducting inventory
- Assist with projects that support improved efficiency
- Assist with filing, in accordance with the Township's records by-law and records management policies
- Provide high standards of customer service
- Coordinate with all levels and stakeholders of the municipality
- Maintain confidentiality on all matters
- Knowledge of public administration
- Knowledge of relevant legislation, regulations and statutes including the Municipal Act, Conveyancing and Law of Property Act, Planning Act, and other applicable statutes and regulations
- Knowledge of GPS/GIS mapping and measuring tools
- Ability to use Microsoft Office (Word, Excel, Outlook, PowerPoint, MS Teams)
- Excellent written/verbal communication skills; strong interpersonal skills, strong organization skills
- Ability to work collaboratively in a team environment
- Detail oriented with strong attention to detail
- Ability to work independently with limited supervision

Successful candidates will be required to submit a satisfactory background check prior to the commencement of employment.

To be eligible for this position, you must be registered as a full-time student in a **Business-related program** in the current year, and returning as a full-time student in the fall. You are available to work from May 3, 2021 until the end of August and be legally entitled to work in Canada. We will only be contacting those applicants who are selected for an interview.

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All applicants must send their resume and cover letter indicating the position applied for **by March 26, 2021** to:

Human Resources, P.O. Box 1060, 8285 Majestic Hills Drive, Cobourg, Ontario, K9A 4W5 Fax: 905-342-2818 or e-mail: [hr@hamiltontownship.ca](mailto:hr@hamiltontownship.ca)

Accessibility accommodations are available. Applicants must advise Human Resources of any requirements if contacted for an interview.