



Summer Student - Administration

This position consists of providing administrative support to the Department Management team (as required) 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
- Assist with projects that support improved efficiency
- Assist with filing, in accordance with the Township's records by-law and accepted records management practices
- Provide high standards of customer service
- Maintain confidentiality on all matters
- Knowledge of Public Administration an asset
- Ability to use Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Excellent written/verbal communication skills; strong interpersonal skills, strong organization skills
- Ability to work collaboratively in a team environment
- Ability to exercise sound judgment
- 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 the current year, and returning as a full-time student in the fall. You are available to work from May 7, 2018 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.

All applicants must send their resume and cover letter indicating the position applied for **by February 16, 2018** 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

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