



Position Title: Summer Student Administrative Assistant
Reports to: Clerk
Category: Full Time (May-August 2025)
Hourly Wage: \$19.78 (plus 4% in lieu of vacation)
Updated: February 2025

Position Summary:

This position is responsible for providing administrative support to staff and Management (as required). Duties include but are not limited to reception, scheduling appointments, coordinating training, assisting with recreation programming and community hall rentals, and assisting in the management of paper and electronic records.

Minimum Qualifications:

- Must be enrolled in full-time post-secondary studies for the following school year with proof of enrollment – Business Administration preferred;
- Experience in cash handling, account reconciliation and general understanding of accounting functions;
- Customer service and complaint resolution skills;
- Ability to work in a face paced environment;
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, Power Point);
- Knowledge and sound understanding of the importance of workplace Health & Safety;
- Ability to work independently with limited supervision and as part of a team;
- A minimum Class G2 License;

Specific Skills, Abilities and Knowledge:

- Demonstrated attention to detail, ensuring accuracy with large volume and diversity of work;
- Demonstrated flexibility and organizational skills in effectively managing shifting priorities;
- Excellent interpersonal, communication, research and time management skills;
- Maintains strict confidentiality of information and records;
- Demonstrated professionalism in a consistent manner that supports inclusion;
- Ability to work independently with limited supervision and as part of a team;
- Demonstrated ability to be a team player with effective oral, written and interpersonal communication skills to ensure effective working relationships with Council, employees and the general public.

Key Responsibilities and Duties:

- Provide general administrative support including but not limited to: electronic and paper filing, photocopying, document assembly, and general office procedures;
- Refer and/or direct calls, emails, or visitors;
- Responds to inquiries from residents, businesses, community groups and other stakeholders;
- Assist staff with data entry;
- Review and distribute incoming and outgoing mail;
- Monitors and responds to incoming emails and other correspondence;
- Research policies and By-Laws as required;
- Coordination of staff meetings/events;
- Assist with report and presentation preparation;
- Assist with recreation program signups and community hall rentals;
- Assist with special project initiatives;
- Provide general administrative support and other duties as assigned.

Work Conditions

- Primary work location is in an office environment at the municipal office
- Extended periods of sitting and computer use (up to 3-4 hours continuously)
- Regular operation of standard office equipment
- Occasional lifting and moving of office supplies and materials (up to 20 lbs)
- May require occasional travel between municipal facilities

Working Relationships

Internal

- Daily interaction with staff across all departments
- Regular communication with management team
- Collaboration with other administrative staff

External

- Primary contact for residents and members of the public
- Regular interaction with service providers and vendors
- Communication with community groups and program participants
- Interaction with other government agencies and municipal partners

All candidates must:

- Be legally entitled to work in Canada
- Provide a satisfactory Criminal Record Check (CPIC)
- Possess and maintain a valid Class 'G' driver's license and have access to reliable transportation

Note: This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.