

## HIRING CORPORATE SERVICES OFFICE ASSISTANT (STUDENT)

Are you a civic-minded individual interested in learning more about the democratic process and the administration of local government? Join our Corporate Services department as a student office assistant and learn about council procedures, municipal policies, record keeping and communicating with the public.

### What you will do

- Support the Corporate Services/Clerk's department with administrative tasks
- Accurately input data
- Digitize and appropriately classify and file municipal records using an established records management procedure
- Research and draft internal and public facing policies and communications
- Assist with municipal election-related and general administrative tasks
- Maintain confidentiality

### What you bring

- Strong written and verbal communication skills
- Adaptability and accuracy with strong attention to detail
- Knowledge of general office procedures and record and information management systems
- Ability to work independently or as part of a team

### Work Schedule

- May to the end of August (summer student position)
- Monday to Friday, daytime hours equaling 35 hours per week
- Occasional overtime/weekends may be required during peak periods due to the municipal election

### Work location

Municipal office, 14 Mill Ave, Zurich, ON

### Compensation

\$18.78/hour to \$23.48/hour based on a 35-hour week

### Apply

Email cover letter and resume by 4 p.m. on February 20<sup>th</sup> to Jodi Overholt, Executive Assistant | [joverholt@municipalityofbluewater.ca](mailto:joverholt@municipalityofbluewater.ca)

Visit <http://www.municipalityofbluewater.ca/municipal-office/careers/> to view the Job Description.

### Additional Information:

- This is an external job posting
- No Canadian experience is required to apply
- No AI or automated systems are used in screening, assessing or selecting applicants

*The Municipality of Bluewater is an equal opportunity employer and committed to inclusive hiring practices and providing accommodation throughout the recruitment process. Please let us know your needs in advance.*

*Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used exclusively to determine eligibility for employment with the Municipality of Bluewater. By submitting your information, you consent to its collection, use, and disclosure for purposes related to recruitment, hiring, and employment. This information will be used solely for job selection.*

*We thank all applicants for their interest. Only those selected for an interview will be contacted.*

# MUNICIPALITY OF BLUEWATER

## POSITION DESCRIPTION: Office Assistant (Summer Student)

DEPARTMENT: Corporate Services

REPORTS TO: Manager of corporate Services

POSITIONS SUPERVISED: None

PAY STATUS: Hourly

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### Position Summary

The Office Assistant is responsible for providing effective and efficient administrative, clerical, and research support to the Manager of Corporate Services, with a focus on records management.

### Major Responsibilities:

Assisting with scanning and uploading of archived Council and Committee agendas and minutes into the electronic records system.

Reviewing and updating the municipal by-law and corporate agreement database.

Oversees the creation of files and records, conduct and maintain an inventory of municipal records, identify and classify the subjects and coordinates the annual destruction in accordance with policies and by-laws.

Prepare and operate information retrieval systems and respond to requests for records.

Process mail, facsimiles, e-mails, & courier packages as required.

Assist with drafting of notices for the Municipality's website and local newspaper.

Assist with election-related and general administrative tasks as required.

Perform other duties as assigned.

### More Details:

Knowledge of general office procedures and record and information management systems.

Adhere to all municipal policies and procedures.

Work effectively as a member of a team.

### Qualifications:

Customer service skills and office administration experience.

Proficiency in Microsoft Office and Adobe.

High degree of accuracy and attention to detail.

Strong written and verbal communications skills.

Able to work in a fast-paced changing environment with emphasis on multi-tasking.

Ability to work independently and in a team setting with a positive attitude.

Familiarity with the *Municipal Freedom of Information and Privacy Protection Act* is an asset.

Knowledge and experience with TOMRMS is an asset.

A proven track record of high-quality work accomplishments.

**Working Conditions:**

Work occurs in an office environment with a high degree of public contact, as well as exposure to highly sensitive and confidential issues, which may be of a personal nature.

This position requires long periods of sitting, as well as consistent visual concentration upon computer screens. Occasional lifting of boxes is required.

Hours of work are scheduled within the core operating hours of 8:30 A.M. - 4:30 P.M., Monday through Friday.

Occasional overtime may be required to deal with peak periods.

Attendance at after-hours meetings and special events will be required from time to time.

**Approvals:**

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Incumbent \_\_\_\_\_ Date \_\_\_\_\_

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Manager \_\_\_\_\_ Date \_\_\_\_\_