

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following summer student vacancy:

Student Assistant, Customer Care

*** Subject to Council Approval**

- Contract, full-time
- April 29th to August 30th, 2019
- 35 hours per week

Reporting to the Manager of Legislative Services/Clerk, you will utilize your ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times as you will act as a first point of contact and provide general information to staff, customers, and the public. You will also primarily be responsible for a wide variety of clerical office duties in support of corporate administration.

Qualifications & skills:

- Post-secondary education in a Business Administration related program is preferred
- You must be proficient in Microsoft Office
- Ability to work independently and as a team player
- First Aid/CPR training is considered an asset

The successful candidate will be required to submit a satisfactory Police Record Check prior to the commencement of employment.

A student is defined as a person between the ages of 15-30 at the start of the employment; registered as a full-time student in the previous academic year (2018/2019), and intends to return to school on a full-time basis in the next academic year (2019/2020). As a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, you are legally entitled to work in Canada. You must be available to work from April 29th to August 30th.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

If you wish to apply for more than one job, please apply to each position individually.

When emailing your application, please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.doc or .docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Friday, January 25th, 2019** to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberlandcounty.ca

Subject line: Student Assistant, Customer Care

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberlandcounty.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.