

# Municipality of *Bluewater*

## HIRING CORPORATE SERVICES SUMMER STUDENT

The Municipality of Bluewater is hiring a summer student for our Corporate Services department. Successful candidates will be responsible for supporting the Corporate Services/Clerk's department with administrative tasks such as data entry and records management; policy development; public communications; and responding to public inquiries. The preferred candidate will have excellent written communication skills, be organized, adaptable, have strong time-management skills, and be working toward post-secondary education in local government and/or business administration. Familiarity with Windows and Microsoft suite of programs is an asset.

The wage range for this position is \$18.42/hour to \$23.02/hour based on a 35-hour week.

Interested candidates are invited to submit a covering letter and resume by 4:30 p.m. on February 21st, 2025 to:

Municipality of Bluewater  
Jodi Overholt, Executive Assistant  
14 Mill Avenue  
Zurich ON, N0M 2T0  
E: [joverholt@municipalityofbluewater.ca](mailto:joverholt@municipalityofbluewater.ca)

*By submitting your personal information to the Municipality of Bluewater, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Information is collected solely for the purpose of job selection.*

*Personal information collected will be maintained in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Municipal Clerk at (519) 236-4351.*

*Only those individuals selected for an interview will be contacted. The Municipality of Bluewater is an equal opportunity employer. Accessibility accommodation is available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all applicants, however, only those selected for an interview will receive a response.*

## 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:**

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date