

Summer Student (Administration)

DEPT. OF ENGINEERING & PUBLIC WORKS

CLOSING DATE: 7 March 2025 at 4:30pm

YOUR OPPORTUNITY

To provide support to the administrative functions and operations for the Town of Oromocto's Department of Engineering & Public Works, under the direction of the Administrative Assistant.

DUTIES & RESPONSIBILITIES

- Creation of a website tree
- Adhering to records management practices in accordance to the Municipal Records Authority for sorting, documenting, storing and tracking of office files, including scanning documentation, using naming conventions and applying retention schedules following the Municipal Records Authority
- Development of department-wide shared annual calendar for view of projects, activities and scheduled events
- Modifications or development of internal tracking and statistical documentation
- Data entry
- Fielding and redirecting public inquiries
- Other related administrative or office duties as assigned

SKILLS & QUALIFICATION REQUIREMENTS

- Strong organizational skills
- Research capability
- Excellent interpersonal skills
- Maintaining confidentiality
- MS Office proficiency considered an asset
- Experience with matrix charts would be considered an asset
- Background in communications would be considered an asset
- Background in social media engagement strategies would be considered an asset
- Experience working in a municipal environment would be considered an asset

ELIGIBILITY REQUIREMENTS

- Experience with Microsoft Office Business Suite including Outlook, Word and Excel
- Must be full-time student, either entering or currently enrolled in post-secondary institutions for Fall 2025. Please include either confirmation of enrollment or proof of enrollment.

Any specialized training related to the position will be provided.

HOURS OF WORK

The hours of work are Monday - Friday from 7:00 a.m. - 3:30 p.m.: 40 hours per week.

Anticipated Work Term: May - August (16 weeks)

WORKING CONDITIONS

Work performed in an indoor environment.

APPLYING FOR THIS POSITION

Positions are subject to funding approval and Town hiring policy.

Applicants are to forward a completed Summer Student Employment Application Form and resume to:

Town of Oromocto
Subject: Summer Student Application 2025
Attention: Human Resources
HR@oromocto.ca

Applications can also be received at the Town of Oromocto Municipal Offices
4 Doyle Drive
Oromocto, NB E2V 2V3

Applications must be received no later than the closing date of
7 March 2025 at 4:30pm

Thank you for your interest. Only candidates selected for interview will be contacted.

Competition may remain open until all positions are filled.