

TOWN OF OROMOCTO—OROMOCTO FIRE DEPARTMENT 2021 SUMMER STUDENT CASUAL EMPLOYMENT

ADMINISTRATIVE SUPPORT

Applications for this summer student position within the Oromocto Fire Department will be received at Station 1 located at 50 Miramichi Road, Oromocto or by email at firedept@oromocto.ca until **10:00am, Thursday, April 15, 2021**.

Minimum Qualifications: Grade 12 or equivalent, valid drivers license, Microsoft Office Skills, experience working with the general public, customer service. Bilingualism would be considered an asset.

Responsibilities: Assist with various projects within the fire department that may include, but are not limited to assisting the Administrative Assistant with filing and other general office tasks, supporting other students working on projects and other duties as assigned.

This position is 35 hours per week (or as needed) for a term of 16 weeks

Applicants must be full-time students, either entering or currently enrolled in a post-secondary institution for Fall 2021 (please attach confirmation documentation with your application).



Applications are available at the Oromocto Municipal Offices—4 Doyle Drive or online at our website <https://www.oromocto.ca/career-opportunities>