

Summer Student (Administrative Assistant)

Department of Engineering and Public Works
External Job Posting

CLOSING DATE: March 15/2026

YOUR OPPORTUNITY

To assist with the daily administrative functions and operations for the Town of Oromocto's Department of Engineering and Public Works – under the direction of the Administrative Assistant.

DUTIES & RESPONSIBILITIES

- Provide front-line services by receiving and dispatching public inquiries via phone, email and in-person walk-ins
- Provide general administrative support to supervisors
- Input services requests into CityWorks
- Assist with reviewing and updating the Public Works Emergency Operations Centre (EOC) setup to support current operational needs
- Prepare annual report
- Prepare document templates and standardize forms
- Take meeting minutes as required
- Perform data entry tasks
- Maintain internal statistical tracking and reporting
- Recommend effective channels for public communications
- Provide administrative support to the Public Works Joint Health and Safety Committee (JHSC) program
- Review, organize, and consolidate documents
- Manage and maintain records in accordance with the Municipal Records Authority (MRA) including filing, scanning, name conventions and retention schedules
- Carry out other related administrative or office duties as assigned

EDUCATION, EXPERIENCE & QUALIFICATION REQUIREMENTS

- Strong organizational skills
- Research capability
- Excellent interpersonal skills
- Maintain confidentiality
- MS Office proficiency is considered an asset
- Experience with matrix charts is considered an asset



- Background in communications is considered an asset
- Background in social media engagement strategies is considered an asset
- Experience working in a municipal environment is 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 2026. 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 as well as any Town hiring policies.

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

Town of Oromocto
Subject: Summer Student Application 2026
Attention: Human Resources
HR@oromocto.ca

Applications must be received no later than the closing date of
4pm March 15/2026

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

Competition may remain open until all positions are filled.