



Oromocto Fire Department

2020 SUMMER STUDENT CASUAL EMPLOYMENT

Administration Support

Applications for this Summer Student Position within the Oromocto Fire Department are being accepted until 4:00pm Thursday, April 2, 2020 at the Oromocto Municipal Building, 4 Doyle Drive, Oromocto, NB.

Qualifications:

- Minimum Qualifications: Grade 12 or equivalent;
- Valid Drivers' License
- Microsoft Office Skills are required for this position
- Experience working with the general public, customer service and bilingualism would be considered an asset.

Function/Responsibilities:

- Assist with various projects within in 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.

All applicants must complete a copy of the Town's application form which may be picked up at the Municipal Building, or online at www.orumocto.ca.

Applicants must be full-time students, either entering or currently enrolled in a post-secondary institution for fall 2020 (please attach confirmation documentation with your applications).

This position is approximately 35 hours per week (or as needed) for a term of 14-16 weeks.

Only candidates selected for an interview will be notified.

All positions are funding dependent. As a result, some advertised positions may not be filled.