

## Summer Student (Administration)

DEPT. OF ENGINEERING & PUBLIC WORKS

**CLOSING DATE: Friday, 22 March 2024 at 4:00 p.m.**

### **YOUR OPPORTUNITY**

To provide assistance to the operations for the Department of Engineering & Public Works under the scope of the Administration Office.

### **DUTIES & RESPONSIBILITIES**

- Strong organizational skills
- Confidentiality
- Implementation of records management practices to administrative files in adherence to the Municipal Records Authority
- Preparation of invoice payments
- Modifications and/or development of internal information tracking and statistics
- Research capability
- Data entry
- Sorting, scanning and filing of office documentation
- Handling and redirecting general public inquiries
- Other related administrative duties may be assigned

*Safety orientation and any other specialized training related to the position will be provided.*

### **ELIGIBILITY REQUIREMENTS**

- Experience with Microsoft Office Business Suite including Outlook, Word and Excel
- Must be full-time students, either entering or currently enrolled in post-secondary institutions for Fall 2024. Please include either confirmation of enrollment or proof of enrollment.

### **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 2024**  
**Attention: Human Resources**  
[HR@oromocto.ca](mailto: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  
**Friday, 22 March 2024 at 4:00 p.m.**

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

*Competition may remain open until all positions are filled.*