

ADMINISTRATIVE SUPPORT

CLOSING DATE: March 15, 2026

As a Student Administrative Assistant, you will support the Finance, Corporate Services, Human Resources, and Clerk's Office departments while gaining valuable hands-on experience in a municipal office environment. This position provides an excellent opportunity to develop professional skills, learn how local government operates, and contribute to meaningful community services.

In this role, you will assist with a variety of general clerical and administrative tasks, including, public interface, data entry, document preparation, filing and records management, scanning, responding to inquiries, and organizing departmental materials. You may also help with special projects, updating databases, preparing reports, and supporting daily office operations.

Throughout the summer, you will build strong organizational, communication, and time-management skills while working collaboratively with experienced municipal staff. This position is ideal for students interested in public administration, business, finance, human resources, or office administration.

DUTIES & RESPONSIBILITIES

- Greeting customers in person and on the phone
- Answering/re-directing general inquiries
- Receiving/processing customer payments on accounts
- Data entry
- Assist in processing invoice payments
- Review files for retention date
- Relocate files from cabinets to records room
- Keep file repository database up to date
- Filing
- Perform other duties relating to the position.

QUALIFICATIONS REQUIREMENTS

This position requires persons able to work for several hours with minimal supervision. Communication skills and good public relations are also required.

HOURS OF WORK

The duration of this position will be from early May to the long weekend in September.
Hours of work: 8:30am to 4:30pm, Monday to Friday.

RATE OF PAY

\$17.00/ hr for 35 hours per week

EDUCATION & EXPERIENCE

Minimum entering 2nd year post-secondary. Experience dealing with customers or the public and organizational, communication, administration & computer skills are assets.

APPLYING FOR THIS POSITION

A *Summer Student Application* (found at <https://www.oromocto.ca/career-opportunities>) form must be completed in full and returned **no later than 4:30pm on 15 March 2026**. You may also attach a résumé.

Please return to:

Town of Oromocto Municipal Offices
4 Doyle Drive
Oromocto, N.B.
E2V 2V3

Or by email: hr@oromocto.ca

Thank you for your interest, however only those candidates selected for an interview will be contacted.