



**Student Summer Position:
Public Works Office Administration/Landfill Scale House**

July 19 – September 2021 (option to extend to October 22)

\$14.75 – 15.75 per hour

Up to 35 hours per week

Posting open until position is filled

JOB RESPONSIBILITIES:

The successful applicant will work in the Administration office to provide general office support, answer telephone inquiries, data entry, filing, and provide customer service. The applicant will be responsible for requesting locates and fulfilling locate request administration through Ontario One Call. In addition, the applicant will work in the landfill scale house processing payments for use of services, and provide directions and instructions on the disposal of waste and other materials.

QUALIFICATIONS:

- Must be a full time student enrolled in a diploma, degree, post-grad certificate or trade program returning to school in the fall
- Office administrative skills including working knowledge of Microsoft Office Suite
- Excellent customer service and communication skills
- Comfortable working individually as well as working in a team environment
- Able to handle a fast paced environment
- Website experience is an asset
- Flexible, able and willing to perform a variety of job tasks

Our core values are trust, respect and teamwork, and are top of mind in everything we do. We value our summer students and take pride in the staff that return to work for us year after year.

APPLICATION PROCESS

- Complete the online application and attach a copy of your resume
- Only those selected for an interview will be contacted

The Town of Saugeen Shores welcomes and encourages applications from people with disabilities. Upon request, accommodations candidates taking part in all aspects of the hiring process.

All information collected is in accordance with *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990*