



Office Administrator, Public Works/Landfill Scale House (Student)

Position Type: Temporary, Full-Time (35 hours per week)

Location: Port Elgin, Ontario

Anticipated Start Date/End Date: May 1, 2023 to September 1, 2023

Who We Are:

At the Town of Saugeen Shores, we strive to provide an ideal environment for individuals willing to learn and advance their knowledge in their field of studies. We value work-life balance and provide a friendly and fun work environment. Our goal is to attract, develop and retain highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

About the Role:

We are searching for a detail oriented and professional student to join our team this summer. As the **Office Administrator for Public Works and the Landfill Scale House**, you will provide general office support to the Public Works department including customer service support to the Landfill Scale House.

Responsibilities:

- Provide general office support including responding to customer inquiries, data entry and filing
- Request locates and fulfil locate request administration through Ontario One Call
- Process payment for use of service and provide direction and instruction of waste and other materials at Landfill Scale House

Qualifications:

- Must be a full time student enrolled in a diploma, degree, post-grad certificate or trade program
- 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

Salary: \$16.00 to \$17.00 per hour based on experience

Application Process:

If you're interested in joining our team, click the "Apply now" link below to submit your application. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply now](#)

Application deadline: January 31, 2023 at 4:30 pm

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Please advise of any accommodation measures you may require during our selection process. Information received will be addressed confidentially. All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.

Posted December 23, 2022