



Employment Opportunity
Business Administration Assistant Student
(Seasonal, Contract Position)

The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. The Township has a permanent resident population of approximately 2,500 and an additional seasonal population of approximately 15,000.

The Township is offering a great opportunity to integrate academic learning into the municipal environment for the summer of 2019. This position will work on various projects that will support the business plans of the Finance and Clerk's departments.

Project Work may include but is not limited to:

- Software upgrade project assistance
- Records Management which involves filing and classifying documents using The Ontario Municipal Records Management System (TOMRMS)
- General administration support for the Finance and Clerk's departments

Required Qualifications:

- Currently enrolled in a post secondary education program, preferably in Office/Business Administration
- Proficient in computer software programs such as Microsoft Word, Excel and related office equipment
- High level of attention to detail
- Ability to communicate effectively, verbally and in writing
- Good judgment, organizational and time management techniques to meet deadlines
- Ability to work independently

Hourly Rate: \$15.39 per hour plus 4% vacation pay. 35 hour work week, Monday – Friday.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on February 1, 2019** to the Human Resources Department by **email jobs@gbtownship.ca** or **fax 705-538-1850**.

The Township is an equal opportunity employer which values diversity in the workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.