



Employment Opportunity
Business Administrative Assistant
Summer Position (May – September)

Competition #2023-05

Overview: 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 16,000. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, and surrounding area.

We are looking for a Business Administrative Assistant Student to join our team for the summer! This is a great opportunity to integrate academic learning into the municipal environment. This position will work on various projects that will support the business plans of the Finance and Clerks departments. Join us for the 2023 summer season and gain transferrable skills while learning more about the Township of Georgian Bay!

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 Clerks departments

Required Qualifications:

- Currently enrolled or recently graduated from an Office/Business Administration post-secondary program, or a related field of study
- Proficient in computer software programs such as Microsoft Office Suite
- High level of attention to detail
- Ability to communicate effectively, both verbally and in writing
- Good judgment, organizational and time management skills to meet deadlines
- Ability to work independently

Compensation: \$17.50 per hour plus 4% vacation pay based on a 35-hour work week, Monday to Friday. This position will run from May 15th to September 1st, 2023.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on January 31st, 2023**, to the Human Resources Department by email: jobs@gbtownship.ca

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and 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.