



Student – Business Administrative Assistant

Summer 2025
Competition #2025-02

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. We have a multitude of inland lakes, are a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. Steeped in history, our cultural roots are an important part of our community.

The Township has a permanent resident population of approximately 3,500 and an additional seasonal population of around 17,500. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, Parry Sound, and surrounding areas. Read our [Community Profile](#) to learn more about the Township.

Overview: We are looking for a Business Administrative Assistant to join our team from May – September 2025. 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 Clerks department. Join us for the 2025 summer season and gain transferrable skills while learning more about the Township of Georgian Bay.

Duties include but are not limited to:

- General office administration related to the Clerks department.
- Records management which involves filing and classifying documents using the Ontario Municipal Records Management System (TOMRMS), and digitalization of records.
- Assist with special projects, including research and analysis, as assigned.
- Provide excellent customer service by responding to inquiries over the phone, email, or at the front counter, when required.
- Maintain confidentiality of information that may be disclosed during the work term.

Knowledge/experience:

- 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.

Wage rate: \$19.20 per hour, based on a 35-hour workweek, Monday to Friday. This temporary position will run from May 12th to August 29th, 2025.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on January 17th, 2025**, 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.