



Excellence • Connectivity • Services • Livability • Growth

# Building Services Office Assistant (Summer Student)

*The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority and the cornerstone of our organization. We are always seeking individuals who bring diverse experiences and perspectives to the job and have unique skills and talents that will help them excel in our dynamic workplace. Our diverse complement ensures an environment where individual, team, and organizational successes are embraced and celebrated.*

## Core Responsibilities

- Sort, scan and file documents according to established filing systems;
- Scan and save documents to be used in to new municipal software;
- Locate and retrieve documents from files as requested;
- Record keeping;
- Storage and maintenance of scanned file/document lists;
- Provide similar administrative support to other departments as required ;
- Performing all duties in accordance with the Occupational Health and Safety Act, regulations, and Township policies and procedures;
- Other duties as assigned.

## Qualifications / Skills

- Ability to understand and carry out verbal and written instructions;
- Ability to work independently without constant supervision;
- Good interpersonal skills and the ability to deal with staff and the public in an effective and courteous manner;
- Any municipal experience considered an asset;
- Any data management experience considered an asset;
- Must have the ability to work remotely with a reliable internet connection.

## Salary

\$14.76 - \$17.27 per hour

## Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies, COVID-19 Protocols and Public Health Guidelines.

## Note:

Start dates are subject to change due to provincial and municipal health and safety regulations in place at the time and employment will be conditional on COVID-19 restrictions and guidelines.

## Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Building Services Summer Student" addressed to Brittany Wilson, Manager of Human Resources/H&S and submit to [hr@ramara.ca](mailto:hr@ramara.ca) by 4:30pm on May 10, 2021.

***Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.***

***The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Human Resources Coordinator if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.***

***Thank you to all applicants, but only those selected for an interview will be contacted.***