



# Fire & Rescue 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

- Assisting with all administrative and clerical duties within the Fire & rescue Services Department;
- Maintain consistent and professional contact with personnel, outside agencies and the public;
- Assist with the updating of Fire & Emergency management documents;
- Provide 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

- Post-secondary in a recognized Fire or related program with a focus on emergency planning or public administration, or a related discipline considered an asset;
- Ability to understand and carry out verbal and written instructions;
- 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;
- A valid and unrestricted Ontario Driver's Licence Class G required and a willingness to travel within the community.

### Salary

\$18.46 - \$21.59 per hour

### Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies and Public Health Guidelines.

### Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Fire Dept. Summer Student" addressed to Brittany Wilson, Director of HR / H&S / Recreation and submit to [hr@ramara.ca](mailto:hr@ramara.ca). Artificial intelligence is not used to screen, assess or select applicants. This posting is for an existing vacancy. Please be advised, this posting will remain open until 4:30pm on February 16, 2026.

**We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.**