

Infrastructure Administrative Assistant Student

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Join us in making a difference in the community by applying for the Infrastructure Administrative Assistant Student position. We look forward to your application!

Core Responsibilities

- Provide general administrative support to the Infrastructure Department, including filing, scanning, data entry, and document preparation
- Assist with updating and organizing departmental records, logs, digital and paper files
- Respond to general inquiries from residents and internal staff, redirecting questions as needed
- Support the coordination of work orders, service requests, and maintenance tracking
- Assist in preparing reports, spreadsheets, and routine correspondence
- Support infrastructure project documentation, including gathering information and updating databases
- Perform reception duties, such as greeting residents, processing payments and answering phones
- Assist with special projects or other duties as assigned

Qualifications & Skills

- Currently enrolled in a post-secondary program in business administration, office administration, public administration, engineering technology, or a related field considered an asset
- Strong computer skills, including proficiency with Microsoft 365 applications (Word, Excel, Outlook, Teams)
- Excellent communication skills—both written and verbal
- Strong organizational skills with attention to detail
- Ability to manage multiple tasks and work independently or as part of a team
- Demonstrated professionalism and a customer-service-oriented approach
- Ability to maintain confidentiality and handle sensitive information appropriately
- Valid Class G or G2 driver's licence is considered an asset (optional depending on your needs)

Salary

\$18.46 - \$21.59 / hour

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled **"Infrastructure Admin. Assistant - Student"** addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to 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 **February 16, 2026, at 4:30 p.m.**

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.