



THE TOWNSHIP OF ORO-MEDONTE REQUIRES A FIRE ADMINISTRATIVE SUPPORT STUDENT FOR FIRE & EMERGENCY SERVICES

The Township of Oro-Medonte is currently accepting applications for a **Fire Administrative Support Student**.

Reporting to the Director Fire and Emergency Services/Fire Chief, the Fire Administrative Support Student will assist the Fire Department with administrative tasks.

Job responsibilities include:

- Provides administrative support in the day-to-day operations of the fire department
- Answers phone, greets visitors, maintains office supplies
- General file and records maintenance for the various fire stations
- Responsible for drafting correspondence and preparing reports
- Assists with community event planning
- Maintaining the confidentiality of all actions, records and discussions undertaken during the course of duties
- Performing other administrative functions as required

Applicants must be registered in or a recent graduate of a post-secondary program in Public or Business Administration or a related field of study.

Employment will commence on approximately the first week of May and continue to Labour Day weekend. The Fire Administrative Support Student will be paid at a rate of \$19.50 per hour.

Please address your resume to the attention of **Human Resources** and submit by **March 31, 2023 at 4:30 p.m.** to:

Township of Oro-Medonte
148 Line 7 South, Oro-Medonte, ON L0L 2E0.cf
Phone (705) 487-2171 Email: careers@oro-medonte.ca

The Township of Oro-Medonte is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte 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; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the Director, Human Resources.