



EMPLOYMENT OPPORTUNITY

Fire Department – Administrative Assistant summer student, contract

The Township of Uxbridge is accepting applications for a Summer Student placement within the Fire Department administration office. An applicant should be currently enrolled in a post-secondary education program and returning to continue their education in September 2025.

Duties and Responsibilities

- Update and maintain fire department records using specific reporting databases
- Administrative and project management support to Fire Chief and divisional staff
- Interact with members of the public in person, over the phone and via email
- Correspond with township staff and various other government agencies
- Open and distribute external and interoffice mail
- Prepare a variety of documents using Microsoft Word, Excel and Powerpoint
- Data management and reporting
- Assist with file maintenance, including Laserfiche scanning for record retention
- Process a variety of fiscal expenditure reports such as budgets, accounts payable, accounts receivable, payroll, and petty cash
- Assist in day-to-day operations of the administration office

Qualifications and Competencies

- Excellent conceptual, analytical, problem solving, organizational, administrative, communication and public relations/customer service skills.
- Ability to communicate effectively both written and verbally
- Superior customer service skills and ability to deal with the public and staff in a courteous and tactful manner
- Proficient in the use of computers and current related software
- Self-starter with demonstrated strong time-management and organizational skills
- Meticulous attention to detail
- Ability to work independently, be flexible, and in a team environment.
- Detailed knowledge of the Township of Uxbridge will be considered an asset

This is a contract position with a start date of May 12, 2025, and expiration date of August 29, 2025. The ideal candidate will receive a rate of pay of \$17.50 per hour, based on 35 hours/week.

Applicants should submit a detailed resume to Mike MacDonald, Fire Chief at uxbridgefire@uxbridge.ca Resumes will be accepted until **January 31st, 2025, at 4:30 p.m.**



The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.