

Summer Student Employment Opportunity Legislative Services Department – Clerks Junior Assistant

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

Position Summary:

- Assists with file maintenance, including Laserfiche scanning & index updating.
- Provides main receptionist relief, including mail processing.
- Completes various tasks as assigned by Clerk and Deputy Clerk.

Minimum Qualifications:

- Excellent oral & written skills.
- Customer service skills, including 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.
- Must possess a valid Driver's Licence.

Applicants should submit a cover letter together with a detailed resume in an email with the subject line clearly identifying the position being applied for to Emily Elliott, Deputy Clerk, at the email address: eelliott@uxbridge.ca.

Applications must be submitted no later than January 31, 2025.

We thank those who apply, however, only those applicants selected for an interview will be contacted.