



— TOWNSHIP OF —
ASHFIELD-COLBORNE-WAWANOSH

Office Administration Summer Student Job Description (OA-2) (Building Administration)

Position Summary

The Township of Ashfield-Colborne-Wawanosh is seeking an organized and motivated summer student to assist with the Building Administration within the organization.

This position is based on a 35-hour work week Monday to Friday from May to the end of August.

Tasks / Responsibilities

- Creating documents such as reports, letters, newsletters, notices, etc.
- Assisting with records management practices including data entry
- Performs other duties as assigned
- Assist with the Community Onsite Septic Inspection Program
- Assist with the Planning Department
- Scanning and filing of permits
- Scheduling Inspections
- Follow up with owners notifying them of open permits and outstanding inspections
- Inputting of permit applications
- Assist with other departments as needed

Skills and Knowledge

- Microsoft 365
- Oral and written communication skills
- Strong work ethics
- Ability to work independently
- Teamwork and collaboration

Requirements

- Valid G class driver's license
- Currently enrolled in a post-secondary institution