



# Job Posting 24-00

## Administrative Assistant - Fire

The Town of Cobourg is seeking a qualified candidate to fill the role of Administrative Assistant (Summer Student) for the Summer of 2024 in the Fire Department.

The primary duties of this position include:

- Provide reception coverage.
- Prepare and check files using FirePro.
- Search for outstanding fire prevention orders and prepare compliance letters.
- Gather information, track inquiries, spreadsheets and entry of data.
- Scan files to digital files and file in Fire Pro.
- Update and maintain the Fire Dept website.
- Assist in filing documents.
- Other duties as assigned.

Working Conditions:

- This position is a summer student position working 35 hours a week as governed by the Collective Agreement.

The successful candidate:

- Must be returning to full time studies in fall of 2024.
- Intermediate knowledge of software including database software, Microsoft Word and Microsoft Excel.
- Exceptional customer service skills, ability to work independently and show initiative, strong organizational skills.
- Demonstrated leadership, communication, decision-making and public relations skills, with the capability to issue clearly understandable written and oral instructions.
- A working knowledge of administrative policies and procedures.
- Must obtain a Satisfactory Police Record Check upon employment.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at [www.cobourg.ca/jobs](http://www.cobourg.ca/jobs). Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [HumanResources@cobourg.ca](mailto:HumanResources@cobourg.ca). We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.