



Job Posting 25-00

Administrative Assistant – Finance

The Town of Cobourg is seeking a qualified candidate to fill the role of Administrative Assistant (Summer Student) for the Summer of 2025 in the Finance Department.

The primary duties of this position include:

- Provide effective and courteous customer service to members of the public and municipal staff.
- Process payments for municipal related fees including but not limited to parking, taxes or transportation
- Provide clerical support to Finance department including mail distribution, filing, scanning and data entry
- Other duties as assigned.

Working Conditions:

- This position is a summer student position working 35 hours a week as governed by the Collective Agreement.
- Computer work related to duties will be required.

The successful candidate:

- Must be returning to full time studies in fall of 2025.
- 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.
- Must obtain a Satisfactory Police Record Check upon employment.

WAGE: The wage scale for this position is \$17.20/hr.

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 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.