The Corporation of the Town of Cobourg

SUMMER STUDENT - Receptionist

The Corporation of the Town of Cobourg has an opening for full time summer student receptionist.

Reporting to the Director of Public Works, the summer student receptionist will be responsible for answering all public works, engineering, parks, special events, and forestry phone calls and will be preparing service requests using Cityworks. The summer student receptionist will be integral in maximizing the use of Cityworks for all public inquiries and implementing a consistent approach to preparing service requests throughout the Town.

Principal Responsibilities:

- Providing reception coverage for: Public Works, Engineering, Special Events, Parks, and Forestry.
- Prepare and close service requests using Cityworks.
- Search for service requests and provide updates to public inquiries, upon request.
- Information gathering, tracking of public inquiries, and preparation of public inquiry database.

Other Responsibilities:

- Export spreadsheets and manipulate/organize data.
- Create Crystal Reports report files to be used in Cityworks.
- Update the Municipal 511 website, as needed.
- Assist in preparing advertising for holidays and transit detour announcements, and arrange for posting on the buses, local papers, social media (Twitter) and the Town of Cobourg website.
- Assist in filing Town documents.
- Other duties as assigned.

Education/Experience/Skills Training:

- Currently enrolled in community college (or equivalent) in Office Administration, Municipal Administration, Business Administration or similar field.
- Strong interest in understanding and working with new software.
- Intermediate knowledge of software including database software 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.
- Valid G2 or G Driver's License.

This position is full time, 35 hour work week position governed by the Town's collective agreement with CUPE Local 25. Hours shall be Monday through Friday between the hours of 8:30 am to 4:30 pm with a one (1) hour unpaid lunch to be taken between 12:00 pm – 2:00pm. The hourly wage shall be $14.00.

Interested applicants should forward their resume in confidence no later than Thursday, April 25th at 12:30 pm to the attention of:

Human Resources Department
Corporation of the Town of Cobourg
55 King Street West
Cobourg, ON
K9A 2M2

Fax: (905) 372-8819
Email: careers@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.