



The Corporation of the Town of Cobourg

Economic Development Office Admin Summer Student

The Corporation of the Town of Cobourg is looking for qualified candidates to fill the role of Economic Development Office Admin support for the summer of 2020.

This position will provide client services, technical and administrative tasks to both Venture13 operations and the Town of Cobourg, Economic Development Department. Responsibilities will include customer services, administration and researching tasks.

Responsibilities:

1. Customer Services:

- Greet and direct walk-in visitors to the centre and Economic Development clients
- Provide back-up reception duties in absence of the Economic Development and Venture13 staff
- Provide tours of the centre for prospective users in absence of full-time staff
- Assist with set-up for events and client bookings in the centre

2. Administration

- Provide administrative support to the Economic Development and Venture13 Departments
- Scan documents and update computerized filing systems
- Prepare occasional minutes and agendas for meetings as required
- Update community profile data

3. Researching

- Update the Town of Cobourg's on-line business directory via telephone and email surveys
- Perform on-line searches for new businesses
- Perform other related duties as assigned

Required Skills and Qualifications:

- Currently enrolled in post-secondary education in Business Administration, Economic Development, Marketing or Human Resources
- Must be returning to full time studies in fall of 2020
- Must have exceptional interpersonal and communications skills (both oral and written)
- Must possess tact, diplomacy, creativity and excellent organizational abilities
- Must have experience with Microsoft Office Programs including Word and Excel
- The employee must occasionally lift, push/pull and/or move tables and chairs up to 25 pounds
- Must obtain a Satisfactory Police Record Check upon employment

Working Relationships

- Outside the Organization - Maintain exceptional customer service with clients and users of the facility. This may include tenants and walk-ins.
- Inside the Organization – Positive working relationship with Economic Development, Venture13 staff.



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HOURS OF WORK: 35hrs/wk may include evenings and weekends

WAGE: The hourly wage is \$14/hr

Interested applicants should forward their resume in confidence no later than [January 27, 2020 at 12 noon](#) 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

****Note all summer student positions are subject to budget approval and will only be hired if approved in the 2020 budget****

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.