# TOWNSHIP OF NORTH STORMONT

**Job Description**

**Position Title: Administrative Assistant**

**Reports to: Chief Building Official**

POSITION SUMMARY:

The Summer Student will be reporting to the Chief Building Official, and provide administrative support including, maintenance of records and documentation for the building.

RESPONSIBILITIES:

1. Data input of building permit information and file updates.
2. Scanning and electronic filing organisation.
3. Other duties as assigned.

QUALIFICATIONS:

* Secondary education: public or business administration will be an asset.
* Demonstrate knowledge and skills regarding software programs and record management systems.
* Strong organizational skills, public relations, and communications.
* Effective writing and communication skills. French speaking would be considered an asset.

WORKING CONDITIONS:

Work is performed in an office environment.

HOURLY RATE: $15.50 per hour; Monday to Friday, Office Hours: 8:30am – 4:00pm.