



HR Manager  
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**CORPORATION OF THE TOWN OF TILLSONBURG**  
**SUMMER STUDENT**  
**JOB POSTING**

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**POSITION: Building Department Office Assistant**

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**DEPARTMENT:** Building/By-Law

**LOCATION:** 10 Lisgar Ave

**POSTING #:** HR 67.18

**STATUS:** Student (up to 40 hours per week)  
(April 29, 2019 until approximately August 31, 2019)

**RATE:** \$14.00/hour

**REPORTS TO:** Chief Building Official

**POSTING PERIOD:** December 5, 2018 to January 9, 2019

**NOTE:** Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

**GENERAL STATEMENT OF DUTIES:**

Under the direction of the Chief Building Official, this position shall assist in open permit follow-up, maintaining accurate property files and timely flow of interdepartmental information.

**QUALIFICATIONS:**

- Currently enrolled in a college or university program.
- Demonstrated ability to work in a team setting.
- Must possess excellent organization, communication and interpersonal skills.
- Established technical skills with computer applications.
- Ability to work with current Microsoft Office Programs.

**POSITION RESPONSIBILITIES**

- File and organize departmental documents accurately.
- Follow-up on open permits.
- Miscellaneous administration.
- Attend meetings and training as directed.
- Other duties as may be assigned by the Chief Building Official or designate.
- Must be returning to school in the Fall.

**\*Successful applicant will be required to attend orientation on Monday, April 29, 2019.**