

City of Pembroke

Office Administration (HR & Clerk Support) Student Job Summary

Administration Department

Reporting to the Human Resources Advisor & Municipal Clerk

Rate of Pay - \$19.16 per hour

The Summer Student – Office Administration will provide support to both the Human Resources and Municipal Clerk's offices. This role offers hands-on experience in municipal administration, exposure to HR processes, and the opportunity to develop professional office skills. The ideal candidate is organized, detail-oriented, motivated to learn, and comfortable working in a fast-paced environment.

Education, Skills, Abilities

1. Currently enrolled in a post-secondary program in Business Administration, Public Administration, Human Resource Management, Political Science, or a related field.
2. Strong written and verbal communication skills.
3. Excellent organizational skills with the ability to manage multiple tasks.
4. Proficient with Microsoft Office (Word, Excel, Outlook, PowerPoint).
5. Attention to detail and accuracy in administrative tasks.
6. Ability to maintain confidentiality and exercise discretion.
7. Driver's License in good standing and use of own vehicle.
8. Solutions-orientated and equipped with excellent computer, written, verbal and interpersonal communications skills.
9. Capable of working with minimal supervision.

Responsibilities

Human Resources Administration:

- Assist with recruitment activities, including posting job ads, scheduling interviews, and preparing orientation packages.
- Support employee file maintenance, including scanning, organizing, and ensuring confidentiality of records.
- Help track training, certifications, and onboarding documentation.
- Prepare HR correspondence, forms, and internal communications.
- Assist with data entry and updates to HR databases or spreadsheets.
- Provide general administrative support to HR staff as required.

Municipal Clerk Support:

- Assist with tasks for City Council and committees.
- Assist with maintenance and update of municipal records, filing systems, and public documents in accordance with records management policies.
- Assist with policy work as required.
- Support customer service at the front counter, including responding to general inquiries and directing residents to appropriate departments.
- Help with election preparation, coordination and advertising tasks.

General Administrative Duties:

- Answer phones, respond to emails, and greet visitors to the department office.
- Assist with incoming/outgoing mail, scanning, photocopying, and document organization.
- Contribute to special projects within the Administration Department.
- Maintain confidentiality and follow all municipal policies and procedures.

Work Term & Conditions

- Full-time, temporary position for the summer months (May–August)
- 35 hours per week, with occasional evening work to support Council meetings as needed.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must maintain a valid Ontario driver's licence in good standing and will be required to sign a Confidentiality Agreement.