



# Job Posting 26-00

## Administrative Assistant – Fire (*Summer Student*)

The Town of Cobourg is seeking a qualified candidate to fill the role of Administrative Assistant (Summer Student) for the Summer of 2026 in the Fire Department.

The primary duties of this position include:

- Provide reception coverage.
- Prepare and check files using FirePro or First Due.
- Search for outstanding fire prevention orders and prepare compliance letters.
- Gather information, track inquiries, spreadsheets and entry of data.
- Scan files to digital files and file in FirePro or First Due
- Assist in updating and maintaining Fire Dept website.
- Assist in filing documents.
- Other duties as assigned.

Working Conditions:

- This position is a summer student position working 35 hours a week as governed by the Collective Agreement.
- Computer work related to duties will be required.

The successful candidate:

- Must be returning to full time studies in fall of 2026.
- Intermediate knowledge of software including database software, Microsoft Word 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.
- Must obtain a Satisfactory Police Record Check upon employment.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [HumanResources@cobourg.ca](mailto:HumanResources@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.