



MUNICIPALITY OF CAMPBELL'S BAY

SUMMER EMPLOYMENT OPPORTUNITY FIRE & CIVIL SECURITY – ASSISTANT TO THE FIRE CHIEF

DESCRIPTION

The fire and civil security team of the Municipality of Campbell's Bay protects the population by reducing risk and minimizing human and material losses caused by fires and other disasters. To support daily activities, the Municipality is looking for a young employee during the summer period to assist the fire chief in various digital and administrative tasks.

YOUR MAIN RESPONSIBILITIES

- Implementation of fire prevention software
- Assist the fire chief with home inspections and various fire safety tasks
- Assist the fire chief in various administrative fire prevention tasks, such as data entry, reports, questionnaires, meeting minutes.

REQUIREMENTS

- The candidate must be between 15 and 30 years old at the start of employment;
- A valid driver's license is an asset;
- Must master the main computer software of the Office suite (Word, Excel, Outlook);
- Must have digital skills. In particular, understand and use digital systems, tools and applications for the purpose of processing information.
- Have administrative skills is an asset
- Have an excellent command of French and English, both orally and in writing;
- Have a good knowledge of the territory of the Municipality;
- Demonstrate discretion, reliability, professionalism and autonomy;
- Have a natural aptitude for good interpersonal relations, based on respect and consideration;

DURATION: 8 WEEKS - JUNE TO AUGUST 2021

SCHEDULE: MONDAY TO FRIDAY - 32 HOURS PER WEEK

HOURLY WAGE: \$ 15

TO APPLY:

Send your application no later than June 18, 2021 to the attention of Sarah Bertrand by email: dg@campbellsbay.ca