



**The Township of Mulmur invites applications for the position of**

**ADMINISTRATIVE ASSISTANT SUMMER STUDENT**

**May 4<sup>th</sup> to August 28<sup>th</sup>, 2026**

**To qualify for summer student employment with the Township of Mulmur, you must be:**

- be between the ages of 18 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**Duties & Responsibilities**

- Perform general administrative tasks Perform general office duties including typing, filing correspondence, photocopying, scanning, labelling, customer service, etc.
- Assist with Mulmur's 175<sup>th</sup> Birthday events.
- Other duties as assigned.

**Position Requirements**

- Enrollment or completion of a university or college diploma in a applicable field.
- Requires light to moderate lifting

**Knowledge & Skills**

- Highly organised, motivated self-starter with strong time management skills
- Excellent attention to detail and strong problem-solving abilities
- Good customer service and interpersonal skills with the ability to communicate effectively
- Working Knowledge of Microsoft Office and Adobe Acrobat
- Experience with the Ontario Municipal Records Management System (TOMRMS) would be an asset.

**Job Location**

- 758070 2<sup>nd</sup> Line East Mulmur, ON

This position pays \$18.61 per hour. Qualified student applicants are invited to submit their resume and cover letter to [hr@mulmur.ca](mailto:hr@mulmur.ca) by February 5, 2026 at 2:00 pm.

*We thank all applicants for their interest; however, only candidates to be interviewed will be contacted. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. The Township of Mulmur is an Equal Opportunity Employer and accommodations are available for all parts of the recruitment process, upon request. The successful candidate will be required to supply a clean criminal record check.*