

*As a leader in modernization, innovation, and creativity, East Gwillimbury is proud to be selected as one of Greater Toronto's Top Employers for 2025. Located along Highway 404 in northern York Region, East Gwillimbury is a premier centre for growth within the GTA and is also Canada's fastest-growing municipality (based on 2021 Census data). EG offers competitive wages and benefits and prioritizes the mental and physical well-being of its employees through social events, wellness programs, and fitness facilities. Employees also have access to more than 50 kms of trails to enjoy the beauty of EG while at work.*

*The Town of East Gwillimbury is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it is important our workforce reflects the citizens we serve. We respect, encourage, and celebrate our diversity. Join our team and see the EG difference!*

Reporting to the Chief Building Official, the Building Branch Student is responsible for providing general support to the Building Standards Branch in the Development Services Department.

Key responsibilities include assisting with front counter, email, and telephone enquiries, building permit processing, and digitization and organization of files. Other responsibilities include assisting residents with technical elements of permit applications and assisting staff with the coordination of building permit applications and inspection requests.

Preferred candidates will be currently enrolled in or a recent graduate of a post-secondary education in the Architectural, Civil Engineering, or Building Science fields. The candidate can communicate effectively, professionally, and courteously with the public, elected officials, staff, other levels of government, and community organizations, both verbally and in writing. You also bring strong organizational skills, the abilities to maintain confidentiality, prioritize, and multi-task. Computer literacy utilizing Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), Chrome, and BlueBeam Revu are required.

This position will require in-office work during normal working hours based on departmental requirements.

**Hourly rate: \$19.00/hour**

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

**Deadline for applications is March 14, 2025**

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.