

JOB OFFER

INTERN — URBAN PLANNING INSPECTOR

The Municipality of Pontiac is looking for a dynamic, bilingual individual who offers good customer service to its citizens. We invite you to use your experience to support the Urban Planning Department.

Posting period: From January 31 to April 29, 2024

Job type: Full-time INTERNSHIP - 35 hours/week

Hourly wage: \$20 to \$25

Your role

- Follow up on permit issuance and closure procedures
- Perform analyses related to permit applications
- Contribute to the smooth running of the Urban Planning Department's administration.
- Provide customer service to citizens;

Do you have the profile?

Requirements

- DES or DEC
- Currently a student at a graduate school (CEGEP, College, University)

Qualifications and skills required

- Act tactfully and diplomatically towards the public and exercise good judgment;
- Conflict resolution skills, political acumen and good judgment;
- Ability to maintain excellent relations with all stakeholders;
- Demonstrate creativity, dynamism, autonomy and good judgment;
- Be a person of integrity, honesty and trustworthiness;
- Rigor in the application of tasks and respect for procedures;
- Ability to analyze and write clear, concise reports;
- Problem-solving and solution-oriented;
- Contribute to team spirit.

This job offer is open to both men and women, and we subscribe to the principle of employment equity.

If you have the profile we're looking for, please send us a cover letter and your resume, indicating the position **INTERN - Urban Planning Inspector** in the subject line of your e-mail, before April 29, 2024, at 4 p.m. to dga@municipalitepontiac.ca