



Administrative Assistant, Fire and By-law

The Township of South Stormont is seeking to hire an experienced Administrative Assistant to support the Fire and By-law Department. The position reports to the Township's Fire Chief, while providing backup support to Customer Service.

The Administrative Assistant provides clerical and administrative support including research, document preparation and handling of confidential files, records management, prepare meeting minutes, scheduling of meetings and assistance in budget preparation. Backup support is provided to Corporate Services Department's Customer Service Representative and occasional Parks & Recreation Dept. for some facility rentals.

Skills & Attributes required for the position:

- Superior skills using standard office software for administrative purposes.
- Knowledge of public sector, particularly municipal, reporting and information systems.
- Excellent organizational, verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Knowledgeable in research methods and communicating concisely findings suitable for purposes required.
- Team member with ability to work independently.

Education: College diploma in business or office administration.

Experience: Minimum 2 years clerical experience and relevant customer service experience, preferably in a municipal setting.

Salary is Band 2 on the non-union salary grid, \$44,130 to \$53,709.

Resumes and cover letters should be addressed to Fire Chief Gilles Crepeau at gilles@southstormont.ca. Submissions should outline education, experience and ability to meet the needs identified for the position, deadline for submission is Monday, April 12, 2021 at 12 o'clock, noon EST.

The position description is available on the Township website www.southstormont/employment

The successful applicant will be required to attend occasional evening meetings. Standard work week is 35 hours.

The Township of South Stormont is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process.

We thank all applicants; however, only those selected for an interview will be contacted. This personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.