



JOB POSTING

ADMINISTRATIVE ASSISTANT ENGINEERING & PLANNING SERVICES

Posting Date: October 1, 2020

The County of Elgin has a vacancy available for a temporary Full-time Administrative Assistant. Reporting to the Director of Engineering Services and Manager of Planning, the incumbent will assist with day to day administrative tasks in the Engineering and Planning departments.

- Key Responsibilities:**
- Assists Engineering and Planning with support functions
 - Prepares agendas, correspondence and other confidential material
 - Attends meetings as required
 - Maintains office filing systems
 - Assists customers with forms
 - Variety of other clerical functions

- Qualifications:**
- College diploma in Office Administration and/or other relevant education and related experience.
 - High proficiency with MS Office, particularly MS Word, Access and PowerPoint. Ability and willingness to learn and operate various in-house computer systems i.e. Laserfiche
 - Advanced and professional experience in front line customer relations in both telephone and face-to-face encounters.
 - Ability to work collaboratively in a team environment.

Salary: \$27.87 to \$32.60 per hour

Location: County Administration Building - 450 Sunset Drive, St. Thomas

Effective: November 1, 2020 to October 31, 2022

Resume Deadline: Friday, October 16, 2020 at 4:30 p.m.

To be considered, please submit your resume including cover letter (in a single PDF or Word document) via email to jobs@elgin.ca. Please include the Job Posting# in the subject line.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.