



JOB POSTING

ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE SERVICES

Posting Date: October 1, 2020

The County of Elgin office has a vacancy for a temporary Full-time Administrative Assistant. Reporting to the Supervisor of Legislative Services and Community Relations the incumbent will assist with a wide range of customer service and clerical support functions for the Elgin County Administrative facility.

Key Responsibilities:

- Greets and directs visitors to the department or tenant they are seeking.
- Performs receptionist duties, acts as central answering position for the Administration Building through the phone system and electronic communications.
- Receives and sorts mail according to department
- Prepares mail for distribution by County
- Attends meetings as required, notetaking and minutes as necessary.
- Performs word processing, photocopying and data entry and other administrative duties as assigned.

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.
- 1-2 years of experience in a similar clerical support or customer service role.

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.