

Administrative Assistant, Corporate Services

(Job # 2019-037-IE)

Department: Corporate Services
Status: Full-time, Permanent
Date Closing: **March 21, 2019**
Number of Positions: 1
Scheduled Hours/Shifts: 35 hours per week
Salary: **\$51,882-\$63,150**

Position Purpose:

The Administrative Assistant provides administrative support to the Deputy CAO, Corporate Services including a variety of key responsibilities such as: composing/editing correspondence; coordinating/scheduling meetings; providing telephone and reception services; attending and recording minutes of meetings as required; conducting research/analysis and summarizing/reporting on results as directed; reviewing and editing all Council reports; liaise with the HR Department regarding full-time Corporate Services staff policies and procedures; assist with the preparation of the Annual Capital and Operating Budget and monthly monitoring/tracking of all Department expenditures and revenues; process of all accounts payable for Corporate Services Operating and Capital accounts; detailed tracking and processing of each Department Capital project, ensuring accuracy and associated progress is completed; assistance with tender/request for proposal preparation and administration in compliance with the Town Procurement Policy; participating in project teams as assigned, overseeing general department records management and other duties as assigned.

Qualifications and Requirements:

- College Diploma in Business, Accounting, Public Administration or related field
- Minimum three to five (3-5) years of experience in a progressively responsible administrative field, preferably in a municipal or public service environment, including experience at a senior/executive level
- Completion of the Municipal Administration Program of the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) an asset
- Excellent interpersonal and communication skills with the ability to interact effectively and courteously with all levels of staff and contacts in a customer service-excellence environment
- Superior organizational/coordinating skills including research writing, minute-taking and presentation formatting
- Multi-tasking/work prioritization skills
- Thorough working knowledge of administrative process and protocol, records management practices, research resource practices, budgeting and customer/public relations principles
- Knowledge of general legislative/regulatory framework, and the industry/processes an asset.
- Proficiency in Microsoft Word and Outlook, Excel, and Power Point software

How to apply:

Please forward your resume in confidence by **March 21, 2019 at 4:30 p.m.**, identifying **Job # 2019-037-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.