

Administrative Assistant Job Posting

The Municipality of South Huron invites applications for the full-time position of Administrative Assistant reporting to the Director of Legislative Services. The Administrative Assistant provides effective and efficient administrative, clerical, and research support to the Director. This position involves handling issues of a highly sensitive and confidential nature.

The ideal candidate must have:

- A college diploma in Office Administration or other related discipline, accompanied by the completion of (or willingness to obtain) the Municipal Administration Program.
- A minimum of two (2) years of administrative experience involving contact with the public and senior management preferably in a public service environment.
A proven track record of high quality work accomplishments.
- Ability to exercise discretion and diplomacy in matters of a highly confidential and sensitive nature, including issues that may be considered personal.
- Knowledge of general office procedures and record and information management systems. Knowledge of TOMRMS and Versatile would be considered an asset.
- Strong knowledge and practical skills with Microsoft Office Suite.
- Adhere to all municipal policies and procedures.
- Ability to work independently, establish priorities, and meet deadlines.
- Demonstrated ability to exercise discretion, good judgement, diplomacy and confidentiality.
- Courtesy, discretion, and compassion when dealing with the public.
- Ability to multi-task and handle ongoing interruptions.
- Good organizational and time-management skills.
- Working knowledge of Municipal Acts and by-laws is considered an asset.
- Flexibility in regard to work load and schedule as frequent interruptions are expected and attendance outside of office hours will be required.
Work effectively as a member of a team.

Hours of Work: 35 Hours per week.

Wage: \$23.81 to 28.01 per hour.

Please submit your application no later than **3:30 PM on Thursday, January 17th, 2019** preferably by email to:

Megan Goss, Human Resources and Strategic Initiatives Officer
Municipality of South Huron
322 Main Street South
P.O. Box 759
Exeter, ON N0M 1S6
Email: hr@southhuron.ca

We thank all applicants for their interest in this position; however, only those being considered for an interview will be contacted. Personal information is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act* and is used for candidate selection purposes only. Accommodations are available upon request for all parts of the recruitment process.