

## **Administrative Assistant Job Posting**

As the result of a vacancy, The Municipality of South Huron invites applications for the full-time position of Administrative Assistant reporting to the Manager of Public Works. The Administrative Assistant provides effective and efficient administrative, clerical, and research support to the Manager.

The ideal candidate must have:

- A college diploma in Office Administration or other related discipline;
- 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;
- Excellent customer service, a helpful demeanor and a positive attitude;
- Demonstrated ability to interact with people in a sensitive, tactful, diplomatic and professional manner at all times;
- Strong knowledge and practical skills with Microsoft Office, Word, Excel and PowerPoint;
- 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.
- Work effectively as a member of a team.

Hours of Work: 35 Hours per week.

Wage: \$24.33 to 28.63 per hour.

Please submit your application no later than **3:30 PM on Friday September 13<sup>th</sup>, 2019** preferably by email to:

Rachel Anstett, Human Resources Coordinator  
Municipality of South Huron  
322 Main Street South  
P.O. Box 759  
Exeter, ON N0M 1S6  
Email: [hr@southhuron.ca](mailto: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.