



100 John West Way
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Aurora, Ontario
L4G 6J1
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TOWN OF AURORA

EMPLOYMENT OPPORTUNITIES

Division of Human Resources

Coordinator, Application and Permit

\$50,017- \$61,386 annually

The Coordinator, Application and Permit is responsible for providing front line customer service for the Building Division including preliminary review of plans and specifications for building permit applications and providing basic technical information and process education to customers. This position is responsible for calculating applicable fees and deposits, processing payments and performing data entry. In addition, this position performs records management functions such as organizing and filing Town records and information, responds to general inquires, processes requests for access to information and provides clerical and administrative support to the division including drafting correspondences.

The successful candidate for this position will have a College Diploma, preferably in Construction, Architectural Technology, or other Building Science related disciplines. 2 to 3 years of related experience in a construction administration environment, preferably in a Municipal Building Department, is considered an asset. You have the ability to read and interpret construction drawings, details and specifications with a keen eye for detail. You have excellent computer skills including proficiency with Microsoft Office and other similar software, with the ability to learn new software packages such as CityView and iCity, as well as strong communication skills and the ability to prioritize conflicting demands and priorities. You are a customer-focused individual who has proven experience with conflict resolution and dealing with challenging customer service situations.

Police Criminal Record Check

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in this exciting opportunity, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **September 28, 2018** quoting reference number **18-34**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.