



TOWN OF WASAGA BEACH JOB POSTING
Administrative Assistant, Building and Development Standards
(Full Time)

The Town of Wasaga Beach is seeking a self-motivated professional to join our team in the role of Administrative Assistant, Building and Development Standards.

General Responsibilities: The Administrative Assistant provides administrative support to the department head and staff within Building and Development Standards, as well as when required at peak times to the Planning and Economic Initiatives Department.

This position is the first point of contact for the Building Department and at times the Planning Department with the public, contractors and developers. The incumbent will: receive and undertake preliminary review of Building Permit applications; receive, review and process all applications for Sewer and Water connections, demolition permits and sprinkler permits; open and set-up all files (paper and electronic); enter all electronic data for Building Department; answer or redirect phone, counter, email, mail and fax inquiries; schedule inspections; manage building permit file process, including determination and collection of applicable fees and charges; maintain electronic record of all applications and violations; and undertake correspondence and miscellaneous duties as required. In addition, the position provides the secondary support to the Development Services Committee.

Qualifications:

- Completion of a post-secondary business related diploma/degree or equivalent related experience;
- Strong interpersonal skills and an ability to work cooperatively with a wide range of individuals balancing competing priorities;
- Excellent research skills, independent judgment, reasoning, and discretion;
- Strong computer skills specifically financial software and Microsoft Office, including Excel;
- Advanced communication (both written and verbal), customer service and public relations skills;
- Ability to maintain high level of confidentiality;
- Familiarity with Council/Committee procedures, minute taking, agendas etc.;
- Superior time management skills, multitasking skills, and the ability to prioritize tasks;
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, reports, committee agendas, and process;
- Resourceful and able to adapt to change;
- Meticulous record management skills;
- Basic knowledge of the Occupational Health & Safety Act and the ability to work in a safe manner;
- Able to provide an appropriate criminal records check upon hire;
- Ability to work with minimum supervision effectively and contribute positively to a service oriented team.

Hourly Range (40 hours per week): \$27.06 - \$31.66

Qualified individuals should apply at careers.wasagabeach.com by: August 10, 2022 at 4:00p.m.

The Town of Wasaga Beach is an equal opportunity employer and is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process, upon request. Please advise the Town of Wasaga Beach Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants who apply for this position, but only those selected for interviews will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, and will be used for the purpose of candidate selection.