



Job Posting **Full-Time Building Administrator**

Wage Range - \$28.03 - \$32.98

The Township of Douro-Dummer is seeking to fill the position of Building Administrator, an administrative assistant to the Building & Planning Department. For a detailed job description please visit www.dourodummer.ca.

Reporting to the Chief Building Official, the Building Administrator role provides administrative support to the Building and Planning Departments as well as front-line customer service support to Township residents. In addition to related clerical responsibilities, this position processes payments, responds to phone, email and walk-in inquiries and requests pertaining to building permits, planning applications and by-law enforcement activities.

Let us know why you would be an excellent team member by submitting your resume in confidence no later than **Friday, September 29th, 2023 at 4:00 p.m.** to hr@dourodummer.on.ca

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act, R.S.O., 1990, c.M.45. It will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, and will be used for employment purposes only.

Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process.