



**The Corporation of the Town of Lakeshore
Employment Opportunity
Internal and External Posting**

Position: Administrative Assistant

Salary: \$28.28 to \$30.57/hour (2018 rates)

Reports To: Various Reports

Closing Date: Monday, July 16, 2018 at 8:30 am

Qualifications:

- 1 - 2 year college diploma in Office Administration or related discipline
- Experience in an office environment or a combination of education and experience is an asset
- Organizational skills to prioritize workloads in order to meet deadlines

Knowledge:

- Demonstrate proficiency in Microsoft Office programs including but not limited to Word and Excel
- Knowledge and use of office equipment including a personal computer
- Strong verbal and written communication skills to properly communicate with the public and fellow staff members

Major Responsibilities:

- Provide customer service by:
 - Referring inquiries and redirect telephone calls to appropriate staff members
 - Taking telephone messages for staff members who are not available and where voice mail is not available
 - Assisting the public at the counter by answering general or specific to area of service questions or directing them to appropriate staff
- Sort and distribute mail
- Type various items including but not limited to agendas, minutes, reports, letters, tender documents and memos
- Maintain corporate Town filing systems and file documents as required
- Photocopy, scan or and laserfiche as required
- Book appointments/inspections/meetings/training and schedule meetings for direct supervisor/work crew as requested
- Collect and handle money, including petty cash, when required
- Code invoices for Manager's approval

- Maintain database in order to allow for tracking, information and report preparation including data entry in spreadsheets
- Take minutes at meetings
- Assist in the completion of various forms
- Compile data for response to various requests
- Related duties specific to the assigned division
- Other duties as assigned

Decision Making and Judgement:

- Work is performed under the general direction of the Manager and or Supervisor of the assigned division or department.
- Work is approved or reviewed by Manager.
- Expected to comply with confidentiality procedures when handling information

Physical Skill and Effort

- Sitting, standing, bending, keyboarding

Contacts:

Internal:

- Daily contact with office staff and management

External

- Handle questions from the public and provide information
- Daily contact with public to provide information on Town Services

Working Conditions:

Environment

- Works within an office environment within the hours of 8:30 a.m. to 4:30 p.m. (35 hours per week).

Control over Work Schedule

- Occasionally may be requested to work beyond normal office hours subject to the employee's consent in order to meet deadlines.
- Overtime as specified in the Collective Agreement with CUPE Local 702.4

This position is being posted under the provisions of the Collective Agreement between C.U.P.E. Local 702.4 and the Town of Lakeshore. Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to jobs@lakeshore.ca no later than 8:30 am on Monday, July 16, 2018 clearly indicating Administrative Assistant in the subject line.

Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.