



Township of Pickle Lake EMPLOYMENT OPPORTUNITY PERMANENT FULL-TIME **Administrative Assistant**

Due to the recent resignation of the incumbent, the Township of Pickle Lake is seeking applications for the position of Administrative Assistant. Reporting to the Clerk, the successful applicant duties will:

- Provide back up to in-person and telephone front counter service to the public
- Assist with the Service Ontario office operating the Ministry of Transportation (MTO) Driver's Licensing and Vehicle Issuing Services (e.g., Transfers, registrations, special permits, licenses, and license renewals) and the Ministry of Health's Health Card services (e.g., Issuances and renewals)
- Assist in receiving, administering, and processing payments made to the Township re: municipal taxes, water, and sewer, etc.
- Responsible for maintaining office equipment and supplies
- Make travel arrangements for Council and senior staff
- Provide administrative support for Council, Clerk, EDO, and Finance
- Handle administrative requests and queries from senior managers
- Plan meetings and taking detailed minutes
- Write and distribute email, correspondence memos, letters, and faxes
- Develop and maintain a filing system
- Update and maintain office policy; procedures and By-law manuals

The ideal candidate will be a results-oriented self-starter, who is detail conscious and enjoys working with the public. Experience in a municipal setting is preferred but is not a requirement. The Township of Pickle Lake is a progressive employer that expects its employees to grow with the organization and the needs of the community. Salary for this position ranges from \$ 23.14 to \$29.40 per hour depending on knowledge and skills.

This posting is being posted internally and externally.

Interested individuals should submit their resume and covering letter by **5:00 pm on Friday, November 17, 2023** to the attention of:

"Administrative Assistant" Competition
Clerk, Lynda Colby
Township of Pickle Lake
Municipal Office
2 Anne Street
Pickle Lake, Ontario
POV 3A0
Fax (807)928-2708
townclerk@picklelake.org

Applicant information is collected and retained under the Municipal Freedom of Information and Protection of Privacy Act and shall be used for candidate selection only.