



Employment Opportunity:
Administrative Assistant – Full Time Permanent
Township of Havelock-Belmont-Methuen
Hourly Wage: \$ 27.34 - \$31.69 Closing Date: March 13, 2025

The Township is currently seeking an Administrative Assistant with primary duties assigned to assist the Chief Administrative Officer and the Clerks Department as well as the Fire Department, the Parks, Recreation and Facilities Department and the Public Works Department. The Administrative Assistant is responsible for a variety of administration functions.

The Township offers enrollment in the Ontario Municipal Employees Retirement System (OMERS) Pension Plan and a competitive wage that corresponds with education, experience and working abilities.

The incumbent must possess the following qualifications:

- Possess an Ontario secondary school diploma (OSSD) and a post-secondary school diploma in Business Administration or Office Administration.
- Valid Ontario G Drivers' License and access to personal vehicle is required with a clean driver's abstract.
- Municipal experience with knowledge of the following departmental operations; Clerk's Department, Public Works, Fire, Emergency Services and Parks, Recreation and Facilities (would be an asset).
- Flexible self-starter with strong communication, interpersonal, customer service, organization and multitasking skills is a must.
- Proven ability to exercise discretion concerning matters of a confidential or sensitive nature and promote an ethical work environment.
- Sound knowledge and command of office technology and procedures including but not limited to: internet research and reporting, email messages, time and stress management, telecommunications, meetings and travel arrangements, office mail procedures and records management.
- Demonstrated computer skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other computer software applications such as mapping and geographic information systems (County GIS), Adobe Acrobat, Internet Explorer, etc., ability to use Keystone Complete is an asset.

A detailed job description can be found on the Township website at www.hbmtwp.ca. Please submit a cover letter and resume, clearly marked with the position title 'Application for Administrative Assistant' by email or regular mail no later than **4:00 pm on March 13, 2025** to:

Leah Hutton, Acting Deputy Clerk
Township of Havelock-Belmont-Methuen
P.O. Box 10, Havelock, ON K0L 1Z0
Email: lhutton@hbmtwp.ca

Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.