



Admin Assistant, Engineering Division

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As an Admin Assistant, you will apply your technical knowledge of office administration, office equipment, computers and MS Office software applications to provide clerical and administrative support, greet visitors and answer enquiries. Customer focused, you demonstrate solid communication, organizational and keyboarding skills in an environment of teamwork and co-operation. Your post-secondary education in office administration is complemented by two years of relevant experience.

Compensation for this union position includes an hourly rate of \$25.16-\$26.48 based on a 37.5 hour work week, comprehensive employer-paid benefits and pension.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

[Apply](#) by 12:00 Noon on **Wednesday, January 23, 2019**. We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

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Department: Infrastructure Services

Division: Administration

Reports to: Manager Engineering

Position Objective

To provide clerical and administrative support primarily to Infrastructure Services and relief support to Community Services; greet visitors; answer/redirect public enquiries.

Duties & Responsibilities

1. Receive, respond to and/or refer customer enquiries in person, electronically and by telephone; communicate current and timely information and provide materials relevant to legislative and Corporation requirements and processes.
2. Receive and prioritize incoming mail and correspondence; process and track mandated permit applications; coordinate street lighting service requests.
3. Design and prepare accurate correspondence, forms, memos, spreadsheets, statistical reports and other documents; proofread and edit assignments as directed.
4. Enter time sheets and maintain an attendance calendar; maintain office supply budgets and inventories; reconcile, maintain and secure petty cash; coordinate Digital Services maintenance.
5. Perform records management; maintain electronic files, databases and hard copy documents in accordance with Corporation retention policies.
6. Prepare/assist with the preparation and distribution of tender documents; provide administrative support to tender call, evaluation and award processes.
7. Schedule and coordinate facilities and materials for Divisional staff meetings, public information sessions, teleconferences and community forums; coordinate travel arrangements and registrations for Division staff.
8. Support the School Crossing Guard program and assist with Crossing Guard orientation.
9. Maintain current knowledge of Corporation services, policies and procedures; assist in the identification, development and implementation of process improvements in a team environment.
10. Provide regular administrative relief in Community Services and other service areas as required.
11. Monitor and maintain office supplies and equipment.

Education & Experience

- OSSD or equivalent plus an additional course in Office Administration of up to one (1) year or equivalent
- Over two (2) up to and including three (3) years of experience

Knowledge

- Applied, technical knowledge of office administration and associated procedures

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- Applied, technical knowledge of office equipment and computers, including office software applications
- Applied knowledge of office reception and customer service

Skills & Ability

- Proven proficiency in MS Office Suite (Word, Excel, Power Point), Lotus Notes, CRM, internet enterprise accounting applications
- Ability to prioritize assignments, demonstrate time management
- Ability to interpret and explain rules, procedures and regulations to general public
- Ability to operate and trouble-shoot common office equipment
- Accurate keyboarding and data entry skills
- Mathematical skills
- Organizational and analytical skills
- Interpersonal, written and verbal communication skills
- Customer service skills
- Willingness to continually upgrade and advance capabilities.

Direction of Others

Occasionally directs students or casuals.

Work Demands

- Office environment; minor disagreeable conditions
- Assignments are covered by Town procedures; most unusual problems are referred to supervisor
- Regular sensory effort: Concentrate on keyboarding/inputting data, attending at counter; interrupted by multiple demands; some choice of action to seek relief
- Regular physical effort: Sitting at desk; standing at counter; occasional lifting; walking around to process mail
- Coordination of fine movements where speed is a moderate consideration
- Incorrect/inappropriate decisions/actions have financial implications and reduced service levels
- Little degree of care to prevent injury to others
- Explains/exchanges information with clients, co-workers and public

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Position History

This is a long standing position, formerly Secretary, Public Works. The position was renamed and rerated in 2008. It was refreshed in 2016 following a corporate re-organization in advance of a competition.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

In January 2019 there was a title change made regarding the reporting structure.

Chief Administrative Officer

Date