



POSITION TITLE: Administrative Assistant

DEPARTMENT: Administration

PURPOSE OF POSITION:

- Provides exceptional front-line customer service.
- Provides administrative support for all departments.
- Assists with records management.

DIRECT REPORT: Director of Corporate Services

MAJOR RESPONSIBILITIES:

- Act as first point of contact for all customer service including but not limited to, phone calls, emails, mail, and front counter.
- Provide administrative support to all managers.
- Perform general office duties such as typing, filing, photocopying, scanning, labelling, processing mail, responding to voicemail, maintaining contact lists, group calendars, scheduling and meeting coordination.
- Assist with records management in accordance with the Township's records retention policy including storage, monitoring, archiving, and destruction of documents.
- Ensure the Council minute book, by-law book and policies are kept up to date.
- Set up and clean up for meetings.
- Order and maintain office supplies.
- Coordinate the repair of office equipment and administrative building maintenance.
- Maintain the cleanliness and organization of the general office areas.
- Responsible for office waste management.
- Issue dog tags, lottery licenses and other permits.
- Act as social convenor by organizing staff social events.
- Maintain vital statistics information, weather reports, monitor solar panel activity.
- Record incoming operational public works complaints.
- Track and process entrance permits, including reminder letters, other correspondence, notices and refund letters.
- Back up Keystone daily as needed.
- Open and close the cash register and accept and process payment receipts.
- Complete weekly bank deposits as needed.
- Assist with treasury functions as assigned.
- Maintains internal job manuals for this position.
- Other duties as assigned.



QUALIFICATIONS:

- High-school diploma with applicable work experience or a post-secondary diploma in administration or applicable field.
- Working knowledge of Microsoft Office and Adobe Pro.
- Excellent customer service, organizational and time management skills.
- Good written and oral communication skills.
- Self-starter with ability to work independently and as part of a team.
- Experience with digital filing systems is an asset.

WORKING CONDITIONS:

- Moderately routine
- Part time or full-time hours plus additional time as required

PHYSICAL REQUIREMENTS:

- Computer work
- Continuous
- Not physically demanding