



is currently accepting applications for the position of

**Administrative Assistant**  
**Full-Time, Contract Position**

The Township of Guelph/Eramosa is located at the south end of Wellington County, and is a vibrant rural and small urban municipality that includes the settlement areas of Rockwood, Eden Mills, Everton, Ariss and Cross Creek.

The Township is currently seeking applications for a full time Administrative Assistant to join the Building Department for a 3 year contract. Reporting to the Chief Building Official at the Township of Guelph/Eramosa, the Administrative Assistant acts as the first point of contact for the Building Department answering general information regarding building-related enquiries.

Primary duties of this position include, but are not limited to: scheduling site and building inspections, preliminary processing of permit applications and file preparation for permit issuance, as well as maintenance of Building Department documentation, such as permits and property files.

**Summary of Qualifications:**

- Post-secondary education with additional courses related to business administration, building or equivalent combination of education and skills;
- Minimum 2 years clerical experience and relevant customer service experience, preferably in a municipal setting;
- Strong organization and co-ordination skills;
- Excellent communication skills, both orally and written;
- Ability to work independently;
- Familiarity with Ontario Building Code Act, Ontario Building Codes and municipal zoning by-laws is considered an asset;
- No criminal record (background check completed by municipality).

A complete job description can be found on our web site at [www.get.on.ca](http://www.get.on.ca)

**Compensation:** The salary range for this position is \$27.71 to \$31.29 per hour plus a comprehensive vacation, benefit and pension package. *Please note: this salary is currently under review.*

**How to Apply:** Send your cover letter and resume by email to [humanresources@get.on.ca](mailto:humanresources@get.on.ca) or by mail/in person to 8348 Wellington Rd 124, Rockwood, ON, N0B 2K0.

**Applicants are invited to submit the required information,  
no later than **12:00p.m., Friday March 24, 2017.****

*The Township of Guelph/Eramosa is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*

*We thank all applicants, but only candidates selected for an interview will be contacted.*

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.