

The Town of Perth is currently recruiting for an

Administrative Assistant – Development Services



Posting Date: Friday, March 13, 2026
Closing Date: Monday, March 23, 2026, at 12 NOON
Salary Range: \$28.91 to \$33.17 per hour
Hours of Work: 36.25 hours per week
Classification: Union and Pay Panel C
Status: Full-Time and Permanent

This job posting is not for an existing vacancy.

The Town:

At the Town of Perth, we offer exciting employment opportunities in a workplace that values diversity, collaboration, and community engagement. Working with us means being part of a team that makes a real difference in the lives of our residents. Whether you're starting your career or looking for new challenges, we can't wait for you to join us!

The Opportunity:

Reporting to the Director of Development Services, the Administrative Assistant is responsible for providing administrative support to the Director of Development Services. The Administrative Assistant is typically the first point of contact and is responsible for responding to telephone inquiries, general emails, and walk-in visits.

What you will do:

- Endeavours to answer all general Development Services inquiries at the first point of contact and develops and maintains a Frequently Asked Questions (FAQ) directory to assist in this responsibility.
- Responds to inquiries in a professional, timely manner.
- Receive, review and process applications for Planning and Minor Variance (may act as the Recording Secretary/Treasurer of the Planning Committee and the Committee of Adjustment); including the preparation of all notices and keeping of all records.
- Undertake initial file set up, review and circulation of consent applications, and planning applications and provides support for draft reports or comments for consideration by the Director.
- Assist with initial telephone and counter reception regarding general inquiries for all municipal services.
- Work with the Town's website manager and GIS provider to ensure planning related information on the Town's website and GIS system is accurate and up

The Town of Perth is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the [Human Resources Administrator](#) as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Administrator](#).

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to date.

- Maintain and update electronic data and files in PSD City Wide (or similar) on behalf of department.
- Responds to all enquiries from Municipal and Departmental staff, outside agencies and the public on general non-emergency Development Services matters or requests for assistance and directs same to the appropriate staff member or agency, if required.
- Assists the Director of Development Services with report research, agenda and meeting preparation, minute taking, and other activities as required.
- Supports file management and tracking, data management, file archiving and keeping application forms current in Development Services.
- Assists Development Services staff with the preparation of invoices and works with the Finance Department to ensure payment is received and recorded properly.

The above generally describes the responsibilities involved with the position however is not intended to be an exhaustive list.

What you will need:

- A one-year Community College Certificate (minimum level of education required for position).
- One (1) years' experience required.
- Sound organizational, verbal, written and interpersonal skills.
- Complete computer literacy, including knowledge of spreadsheets and database software.
- Demonstrated ability to communicate effectively with the public, user groups, etc.
- Experience working in a law or realtor's office, or engineering/architectural/planning firm or government office would be considered an asset.
- Knowledge of maps, surveys, and construction plan reading would be considered an asset.
- Demonstrated ability to maintain confidentiality and exercise extreme discernment in all areas of work.

What we are offering:

The Town of Perth is proud to offer the following benefits with this job:

- Medical and dental coverage
- Vision care

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- Mental health coverage
- Wellness promotion account
- OMERS membership
- Paid vacation leave
- Paid sick/personal leave

The Next Step:

If you have the necessary skills, experience, and qualifications, and you can support our core values, we invite you to submit your application using the apply now link below.

[APPLY NOW](#) or visit our [Employment page](#) for other opportunities.

The Town of Perth does not use artificial intelligence to screen, assess, or select applicants for this position. All applications are reviewed by members of our hiring team.

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