

The Town of Perth is currently recruiting for a

Administrative Assistant – Community Services/Environmental Services



Posting Date: Jan. 31, 2025
Closing Date: Feb. 14, 2025
Salary Range: \$26.77 to \$31.89 per hour
Hours of Work: 36.25 hours per week
Classification: Union Pay Panel C
Status: Full-time Permanent

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 Community Services, and Director of Environmental Services, the Administrative Assistant is responsible for providing administrative support to the Director of Community Services and Director of Environmental 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:

- Provides general and administrative support to Community and Environmental Services, including email delegation and calendar management, responding to inquiries, filing, scanning, scheduling meetings, processing invoices, etc.
- Supports the implementation of projects using project management software.
- Receive, review and process applications for the CIP, Heritage Restoration and Community Grants including the filing and correspondence.
- Assist and provide back up for initial telephone and counter reception regarding general inquiries for all municipal services.

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

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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What you will need:

- A one-year Community College Certificate (minimum level of education required for position).
- One (1) years' experience required, preferably in a customer service environment.
- Sound organizational, verbal, written and interpersonal skills.
- Complete computer literacy, including knowledge of spreadsheets, Outlook, GIS, and database software.
- Demonstrated ability to communicate effectively with the public, user groups, etc.
- Experience working in a public-office setting 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
- 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.

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