



# Employment Opportunity

## **Administrative Assistant - Public Works**

The Township of Essa is a dynamic and growing municipality with a current population of approximately 23,500, located in the County of Simcoe and southwest of the City of Barrie. The Township of Essa is currently seeking a confident, friendly, detail-oriented, and organized candidate to join our team.

Reporting to the Manager of Public Works and Engineering, the Administrative Assistant - Public Works will be an integral member of the Township's Public Works Department. Some of the required key duties are (but not limited to) front line communication and interaction with the public, administrative support to the Utilities Coordinator and Roads Supervisor, and liaison/coordinator for the Traffic Advisory Committee.

**Qualifications:** A minimum 2-year College Diploma in Business or Office Administration, demonstrated knowledge of data entry and manipulation in spreadsheets and GIS software programs, minute-taking, and the Microsoft Office environment is necessary. Good verbal and written communication skills are required in order to provide accurate information in a pleasant and effective manner to residents and over the telephone and via email. The ideal candidate will have a minimum of one (1) year of experience in a municipal office setting.

**Salary range is \$44,903.36 to \$52,835.81** (2023) with a competitive pension and benefits package.

For complete details of this position, please visit our website [www.essatownship.on.ca](http://www.essatownship.on.ca). Interested candidates are invited to submit their cover letter and resume by email no later than **3:00 pm** on **October 2, 2023** to:

### **Administrative Assistant - Public Works Recruitment**

Attention: Athena Piskopos, Executive Assistant/HR Coordinator  
Township of Essa, 5786 County Road #21, Utopia, Ontario L0M 1T0  
[apiskopos@essatownship.on.ca](mailto:apiskopos@essatownship.on.ca)

We thank all applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 705-424-9770. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of Essa, we will endeavor to make such accommodations.