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| ***EMPLOYMENT OPPORTUNITY***  ***Administrative Assistant Lands***  ***Maternity Leave (12 months)*** |

**Position Summary:**

The Administrative Assistant is responsible for providing high-level administrative support and results-oriented service to the Lands, Environment and Public Safety department. Working in a team environment, the Administrative Assistant is accountable for the efficient operation and administration of the Lands, Environment and Public Safety department, providing a well-organized and effective working environment.

**Position Duties**

* Provides clerical administrative support to the Lands and Environment team.
* Preparation and distribution of all correspondence, reports, statements, brochures, publications, presentation and other documents.
* Compiling data, statistics and other information to inform decisions and reporting
* Developing reports as necessary
* Conducting research as required
* Equipment inventory management
* Lands and Environment inventory management
* Tracking all incoming calls and actions taken
* Responding to telephone and electronic inquiries and directing inquiries to appropriate person, screening calls and determining priority level
* Greeting visitors, ascertaining nature of business and directing visitors to appropriate person
* Managing members issues and concerns and working with other members of the team to ensure they are addressed
* Communicates progress on issues and concerns to applicable parties
* Provide administrative support to the Director of Lands, Environment and Public Safety and tema
* Ensuring materials, and equipment are set up
* Ensuring confidentiality and safety of files
* Following policies and procedures to determine which information is available to members
* Other duties as assigned by the Director of Lands, Environment and Public Safety

**Qualifications**

* Ontario Secondary School Diploma (Grade 12)
* Administration Certificate or Diploma in business administration or equivalent combination of education and experience
* Minimum of three years progressively responsible administrative experience
* Exceptional customer service skills
* Exceptional problem solving skills
* Experience in advanced keyboarding, word processing, and other computer applications such as PowerPoint, spreadsheets, internet
* Knowledge of effective office procedures
* Knowledge of basic accounting
* Knowledge of records management techniques
* Provide a current CPIC
* Experience in advanced keyboarding, word processing, and other computer applications such as PowerPoint, spreadsheets, internet
* Valid Ontario Driver’s License and own reliable transportation
* Proficiency with Excel, computer software and office equipment
* Ability to work as a team in a fast paced environment

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| Interested applicants **MUST** submit a cover letter, resume, and three references from recent employment direct supervisor/manager  Attn: Human Resources  195 Village Road, Cutler Ontario, P0P 1B0  Fax: 705-844-2757  Email: hr.jobs[@serpentriverfn.com](mailto:finance.clerk1@serpentriverfn.com)  By: September 26, 2025 at 4:00 pm |