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Tiny
TOWNSHIP OF/CANTON DE

ABOUT THE EMPLOYER

The Township of Tiny is part of the County of Simcoe in south-central Ontario and can be found in the Southern Georgian Bay region. It is the most northerly Township of the County of Simcoe and occupies most of the Penetanguishene peninsula.

The Township has a total area of 344 square kilometers and has a coastline on Georgian Bay measuring 70 kilometers. The southern boundary, about 16 kilometers long, abuts the Township of Springwater and the northern tip of the Town of Wasaga Beach. The eastern boundary, 17 kilometers long, marks the western boundary of the Township of Tay. The Township skirts the Towns of Midland and Penetanguishene and embraces the coastline in a sweep around the peninsula.

Please apply as directed by the employer. Failure to do so may result in your application not being considered. This job posting was provided to us by an external employer. We are not responsible for the accuracy, authenticity or reliability of the content.

Veuillez postuler selon la façon indiquée par l'employeur. Le non-respect de la façon indiquée pourrait résulter à la non-considération de votre candidature. Cette offre d'emploi nous a été fournie par un employeur externe. Nous ne sommes pas responsables de l'exactitude, l'authenticité ou la fiabilité du contenu.

Water Administrative Assistant

Date Posted / date d'affichage : July, 28th 2022

Job Type / type de poste : Full-Time

Deadline / date limite : August, 19th 2022

Work hours / heures de travail : 40 Hrs / Week

Salary / salaire : \$18,36 / Hour

Workplace / lieu de travail : Tiny, Ontario

Contact Name / personne contacte : Maxime Corvec

Employer Email / courriel : prospection@lacle.ca

Job Description / description des tâches :

Reporting to the Water Supervisor, this contract position assists the Water department by performing various technical and clerical tasks.

The Water Administrative Assistant assists with administrative duties and locate administration. Administrative duties include: responding to verbal and written inquiries/complaints from the general public, internal departments, Council, contractors, solicitors, among others; creation of internal and external communication for the Water Department, data entry of regulated sampling and monitoring activities; and other duties as assigned. The Locate Administration duties include: determine needs and requirements for the locate; enter locate information into Ontario One Call; request locates for emergency repairs and distribution work; and other duties as assigned.

Additional Skills and/or Certification Required / compétences supplémentaires et/ou certification exigées :

Post-Secondary education with a background in Administration and/or Environmental or equivalent experience

- DWQMS Internal Auditing certification an asset
- Locate Administrator course an asset
- Municipal experience in administration and water operations an asset
- Operation in Training certification an asset
- Solid working knowledge of Microsoft Office and other software applications
- Knowledge of Municipal, Provincial and Federal Regulations relating to Municipal operations and Health and Safety particularly relating to Water as an asset
- Capable of handling multiple, changing priorities as position has varied deadlines and tasks with frequent interruptions or external demands
- Able to address public concerns in a professional manner with excellent interpersonal skills
- Self-starter, able to complete all tasks independently with minimal supervision
- Ability to learn or expand on technical reporting and coordination
- Valid Class "G" Drivers license
- Bilingualism in French and English an asset

HOW TO APPLY / POUR POSTULER :

Please bring or mail resumé to / déposez ou envoyez votre candidature :

Email / courriel : prospection@lacle.ca



Simcoe Works
Simcoe au boulot

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