



Employment Opportunity
Planning Administrative Assistant
Summer Position (May – September)

Competition #2023-03

Overview: The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. The Township has a permanent resident population of approximately 2,500 and an additional seasonal population of around 16,000. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, and surrounding area.

The Township of Georgian Bay is looking for a Planning Administrative Assistant to join our team for the summer! Reporting to the Manager of Planning, this role will assist with providing administrative support to the Planning department. The successful candidate will serve as the first point of contact for the public regarding Planning inquiries.

Duties may include but are not limited to:

- Assist with public inquiries related to the Planning department in person, over the phone, and via email.
- Prepare various pieces of correspondence and communication on behalf of the Planning department.
- Records Management which involves filing and classifying documents using The Ontario Municipal Records Management System (TOMRMS).
- Assist with arranging meetings and handling other administrative duties including permit assistance and receiving customers at the front desk.
- Assist customers with questions regarding completion of forms and applications. Review forms/applications for level of completeness.
- Other administrative duties as assigned.

Required Qualifications:

- Currently enrolled or recently graduated from a Planning post-secondary program, or a related field of study.
- Proficient in computer software programs including Microsoft Office Suite and web-based GIS.
- High level of attention to detail.
- Ability to communicate effectively, both verbally and in writing.
- Good organizational and time management skills.

Compensation: \$17.50 per hour plus 4% vacation pay based on a 35-hour work week, Monday to Friday. This position is based out of our administration building in Port Severn.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on April 7th, 2023**, to the Human Resources Department by email: jobs@gbtownship.ca

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.