



Job Posting Administrative Assistant (Part-time)

Job Posting #: 2024 – 01
Hourly Rate: \$25.17 - \$29.35 CUPE Grade 2
Location: Hamilton Township Office

The Township of Hamilton is a rural/urban community nestled between Lake Ontario and Rice Lake in Northumberland County, one hour east of Toronto and next door to the Town of Cobourg. With a population of approximately 11,000 residents the Township offers a delightful blend of the Oak Ridges Moraine, active farms, residential subdivisions and estates, historic villages, waterfront, and tourism.

The Township is situated within the traditional territory of the Mississauga Anishinaabeg and Chippewa nations, collectively known as the Williams Treaties First Nations. Our work on these lands respectfully acknowledges their resilience and their longstanding contributions to the area now known as the Township of Hamilton.

All positions in the Corporation of the Township of Hamilton support the Township's vision of making life better everyday by creating a vibrant and sustainable township we are all proud to call home. Employees demonstrate empathy and respect in all interactions, are committed to service excellence.

As part of our mission to provide effective and efficient services to our residents, the Township is now accepting resumes from qualified applicants for the position of **Part-Time Administrative Assistant**.

Main Responsibilities

- Correctly logs all inquiries into Public Works software systems, ensuring that all requests are updated, work orders are created and completed on time, and provides follow-up with residents where appropriate.
- Coordinates and maintains Ontario On-Call activities and respond accordingly.
- Confirms all locates have been received, reviewed, completed, and closed on the web portal.
- Initiates and maintains locate requests electronically.
- Assists with entrance applications and permits.
- Tracks and updates inventory of materials, including but not limited to sand, salt, aggregates, and signs.
- Assists with timesheet entry and processing.
- Provides general support with service contracts, including but not limited to generators, uniforms, and inspections.
- Provides general assistance with asset management and GIS improvements.
- Maintains packing slips for attachments of invoices, ensuring that packing slips and invoices match accordingly.
- Maintains Public Works files, plans, surveys, tenders, quotes, proposals, etc. as per Records Management protocols.
- Assists with researching new products, services and materials, including cost estimates, ensuring that techniques and construction are to the correct standards.

Main Responsibilities cont'd:

- Administers and maintains Municipal 511 for first responders, school boards, curbside collection, mail deliveries etc.
- Assists with federal and/or provincial reporting, such as aggregates, Hazardous Waste Management, license renewals etc.
- Monitors Public Works radio, and notify manager if support is required.
- Maintains and updates Public Works external webpage on the Hamilton Township website.
- May be asked to participate on projects and initiatives, with other Departments, as required.
- Performs other duties as required.

Education and Experience Required:

- Highschool Diploma or equivalent education.
- Minimum of one (1) year office administrative experience.

Specialized Skills Required:

- Computer proficiency in Microsoft Office Suite, Internet and Email.
- Ability and willingness to learn new software applications.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Exceptional customer service skills
- Proven communication skills, verbal and written.

The Corporation of the Township of Hamilton is an Equal Opportunity Employer. For more information, please review our careers webpage.

The Corporation of the Township of Hamilton is committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted to schedule an interview and we will work with you to meet your needs.

Interested applicants should forward a PDF copy of their cover letter and resume (one document preferred) in confidence to the attention of hr@hamiltontownship.ca by 4 pm on Friday, April 26, 2024.

While we appreciate all applications, only those to be interviewed will be contacted. We do not retain unsolicited applications.