



## EMPLOYMENT OPPORTUNITY

The Town of Pelham Corporate Services Department is now accepting applications for the following position:

### **Administrative Assistant to Corporate Services**

Reporting directly to the Treasurer/Director of Corporate Services, this position performs a wide variety of administrative support services to all divisions within the department. This position is expected to have an understanding of protocol, discretion and professionalism, and be able to make decisions in accordance with prescribed procedures and practices.

#### **Duties Include:**

- Provide high-level administration support to the Treasurer/Director of Corporate Services by conducting research and analysis for various departmental projects as requested, handling information requests and preparation and scheduling of meetings
- Responsible for the coordination and preparation of all budget information to council and directors
- Prepare various complete and routine correspondence, reports and documents
- Prepare and distribute meeting minutes for Corporate Services and various other meetings as requested
- Administer the charitable donation receipt program and the Town's Visa accounts
- Maintain the department's filing system, in accordance with applicable bylaws and retention schedule
- Assist the Treasurer in the preparation and/or submission of council reports into escribe
- Track staff attendance and review the time entry module on a bi-weekly basis
- Upload tax and water residential preauthorize plans to financial management system and scan all necessary attachments
- Process journal vouchers for daily ActiveNet reports
- Enter vendor EFT information in the financial management system and prepare vendor payments in the absence of the Accounts Payable clerk
- Provide back-up support to the cashiers, performing various tasks such as opening and closing procedures, account payments, balancing of cash and responding to customer inquiries

- Provide administrative back-up support to water billing clerk and tax clerk including responding to customer inquiries
- Provide administrative back-up support to the Purchasing Coordinator
- Other duties as assigned

**The successful candidate will possess the following:**

- Post-Secondary diploma in Office Administration or related field
- 3 years of experience in an administrative role, preferably in a municipal setting
- Excellent communication, time management, and customer service skills
- Attention to detail and the ability to multi-task in a fast paced environment

Salary: \$50,881 - \$59,523 (35 hours per week).

***Please note that the Town of Pelham requires all new hires to be fully vaccinated against COVID-19, and provide proof thereof except those with a medical or bona fide Human Rights Code exemption.***

Resumes must be submitted directly to Brianna Langohr, Human Resources/Health and Safety Coordinator at [hr@pelham.ca](mailto:hr@pelham.ca) by 9:00 am on **Friday, February 4, 2022.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

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 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.