



Administrative Coordinator Environmental Services

Salary Range: \$43,553 to \$51,997 based on a 35 hour work week
Plus a comprehensive benefit package and OMERS pension plan

Applications are invited from qualified and interested candidates for the above-noted position in the Environmental Services Department.

Reporting to the Director of Environmental Services, the administrative Coordinator will provide an advanced level of administrative assistance for a wide variety of complex administrative tasks for the Environmental Services Department including the Engineering and Solid Waste Divisions. The Administrative Coordinator is responsible for organizing and administering front office functions, prepares weekly and monthly operational and financial reports, and is responsible to prepare committee reports and record and issue minutes of staff meetings. The individual will participate on the Health & Safety Committee as the secretary.

Essential (Minimum) Qualifications:

- Post-secondary diploma in Office Administration or related field of study. Equivalent combination of training and experience may be considered.
- Two (2) years' of directly related experience in office administration.
- Thorough working knowledge of administrative processes and protocol, records management practices, and general office equipment operation.
- Strong planning, time management, and organizational skills are required, as well as excellent customer service, oral and written communication, and minute taking skills.
- Advanced computer proficiency, especially Microsoft Office Suite, is required.
- General knowledge of accounting principles, budgeting, accounts payable, and payroll.
- Demonstrated ability to work independently and in a team oriented environment.
- Ability to adhere to and maintain confidentiality about information learned on the job.
- General knowledge of local government functions/services and of water, wastewater, solid waste and engineering is an asset.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified applicants must submit a cover letter and resume marked "Administrative Coordinator, Environmental Services" to the following on/before Friday, December 6, 2019 at 4:00 p.m.:

Human Resources Department
City of Brockville
P.O. Box 5000
1 King Street West
Brockville, Ontario K6V 7A5

email: hr@brockville.com

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.