



Town of Erin

Administrative Assistant

THE OPPORTUNITY

The Town of Erin is a vibrant and growing community located just 45 minutes from Pearson International Airport and we are looking for someone to join our team as our Administrative Assistant. Supporting both the Fire Department and Economic Development, the Administrative Assistant will be responsible for all administrative tasks for these business units' all while ensuring the Town's strategic priorities are met. The Town prides itself in service excellence, innovation, and forward thinking. If you are someone who shares those values and thrives in a fast paced environment we want to hear from you!

Position Requirements

Education

- High school diploma;
- Courses from a community college relating to computer skills, book keeping, related office management and administrative knowledge or equivalent are desired.

Skills & Experience

- A minimum of three years relevant administrative experience;
- Must have experience with Microsoft Office Tools including Windows, Word, Excel, Power Point, Publisher, Adobe;
- Some knowledge of Occupational Health and Safety Act, Freedom of Information Act, Outside Ministries and Agencies as well as other Municipal and Government Departments;
- Familiar with the use of Canva or similar programs;
- Strong organizational skills and highly motivated;
- Good knowledge of basic book keeping;
- Ability to work independently with minimal supervision;
- Good public relations skills and telephone manners;
- Ability to work in a multi-task environment, often under pressure;
- Work with and maintain confidential information.

Major Responsibilities

- Administers and maintains all documents for the Fire & Emergency Services personnel positions, seniority, promotions and years of services records;
- Process both small and large burn permits;
- Assist with answering both in person and over the phone inquiries about the Fire Department & Economic Development;
- Submit applications for Federal and Provincial Years of Service medals and awards;
- Data entry and updates for Fire Department Management Software to include: Emergency Reporting and PS Trax;
- Works with the Clerks Department with regards to records retention and destruction;
- Report typing and review for Administration, Fire Prevention, and Training;
- Invoice coding/preparation for Fire Chief approval;

- Maintain, Update, and Format Fire Department Operating Guidelines and policies;
- Maintaining Records to include personnel files, training, and fire Inspections;
- Completion of motor vehicle insurance claims to include tracking and collecting information from the MTO ARIS software program;
- Completion of quarterly billing for the Fire Prevention Agreement with East Garafraxa;
- Notifies other Departments of pertinent issues in regards to road closures, flooding, house numbering building issues, etc;
- Schedules Fire Inspections in consultation with the Chief Fire Prevention Officer;
- Assist with organizing events for achievements by firefighters and other social events for the Fire Department;
- Maintain and update the Town's business directory;
- Other duties as assigned.

Working Conditions

- This incumbent in this position will be working out of Town Hall.
- This position is for a 24-hour a week part time position Tuesday- Thursday 8:30-4:30, however the incumbent may also work outside of regular business hours;
- Ability to cope with highly emotional emergency information;
- Proof of full vaccination against Covid-19 is required.

Interested applicants may submit their resumes to HR@erin.ca. Resumes will be accepted until 4 pm on February 27, 2023. We thank all applicants; however, only those selected for an interview will be contacted.

The foregoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.