



Town of Erin

Administrative Assistant

Position Title: Administrative Assistant

Business Unit: Community Services

Reports To: Director of Fire & Emergency Services/Town Fire Chief

ABOUT US

Nestled on the edge of the Greater Toronto Area (GTA), Erin is more than just a town—it's a vibrant and progressive community that thrives amidst the beauty of rolling hills. As you step into Erin, you'll experience a place on the rise, experiencing explosive growth fueled by its strategic location and forward-thinking approach. The landscape is a testament to nature's artistry, with lush greenery and picturesque views that soothe the soul. But Erin is not just about scenery; it's about progress. With all the amenities of urban living at hand, residents enjoy a quality of life that balances convenience with tranquility. The heartbeat of Erin lies in its infrastructure, continuously evolving to meet the needs of its expanding population. From a state-of-the-art treatment facility ensuring clean water for all, to major water and sewer projects paving the way for future development, Erin is laying the groundwork for a sustainable tomorrow. At the helm of this transformation is a municipal team renowned for its progressive and innovative spirit, driving Erin to become one of Ontario's fastest-growing communities. In Erin, the journey toward progress is as scenic as it is promising, offering a glimpse into the future of modern living intertwined with the beauty of nature.

THE OPPORTUNITY

As our first point of contact, you serve as the face and voice of Town of Erin, providing essential assistance and information to our stakeholders and you play a crucial role in supporting our Fire and Emergency Services Department to serve our community. If you excel in supporting strategic goals with efficiency, our Administrative Assistant position may be a great fit for you. You will be at the heart of the action, supporting our emergency responders with your organizational skills and can-do attitude. From managing fire permits, to providing administrative support to our Emergency Services Unit, you'll play a pivotal role in ensuring smooth operations and positive interactions with both internal teams and the public.

MAJOR RESPONSIBILITIES

- Process both small and large burn permits;
- Assist with answering both in person and over the phone inquiries about the Fire Department;
- 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;
- Supports the Clerks Department with regards to records retention and destruction;
- Report preparation and review for Administration, Fire Prevention, and Training;
- Maintains, updates, and formats all policies, guidelines and files within the Fire & Emergency Services Department;

- 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;
- Other duties as assigned.

POSITION REQUIREMENTS

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

WORKING CONDITIONS AND ENVIRONMENT

- This position works 35 hours a week, 8:30pm-4:30pm, Monday to Friday, , however the incumbent may also work outside of regular business hours;
- The salary range for this position is \$57,439.20 - \$67,212.60;
- The Town offers an excellent comprehensive benefit package, and participation in the Ontario Municipal Employee Retirement Scheme (OMERS) pension plan.

If you're passionate about joining our growing, innovative team, don't hesitate to apply! **We encourage you to apply by sending your resume to HR@Erin.ca; we will accept resumes until 4:00 pm on Friday, May 31st, 2024.** We'd love to hear from you!

The Corporation of The Town of Erin celebrates diversity, and we are proud to be an equal opportunity employer. We are committed to creating equitable opportunities and an inclusive environment for all employees and applicants. We make employment-related decisions without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, or veteran status. The foregoing represents a reasonable statement of the requirements of this position. We use the information collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection only. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.