

JOB DESCRIPTION

Job Title: *Administrative Assistant (Contract)*
Term: *One-Year Contract, Full-Time (35 Hours/Week)*
Reports To: *General Manager, South Interlake Planning District*

Overview:

Under the supervision of the General Manager, the Administrative Assistant (Contract) position is responsible for first-point-of-contact communications and general administrative duties for the South Interlake Planning District (SIPD). This includes but is not limited to customer service interactions at the front counter, telephone calls, email correspondence, application in-take, payments, and more. Multi-tasking and sound communication skills are essential for this position. In addition, the Administrative Assistant (Contract) will provide general administrative support for all SIPD staff, and coverage for the Permit Coordinator and Financial & Administrative Assistant positions, as needed.

Duties & Responsibilities:

- Greet customers as soon as they arrive and ensure they have been looked after in a timely manner;
- Answer and forward incoming phone calls;
- Receive, sort and distribute email and mail;
- Respond to incoming customer inquiries/requests and refer them to the appropriate SIPD staff, as necessary;
- Ensure the reception area is maintained in a tidy and presentable manner;
- Regularly update the SIPD website with information and notifications, as directed;
- Assist with the intake of applications and payments;
- Organize and file office records and correspondence;
- Coordinate the scheduling of inspections;
- Assist SIPD staff with the preparation of documents and correspondence;
- Provide coverage for the Permit Coordinator and Financial & Administrative Assistant positions, as needed;
- Perform additional duties as necessary for the effective and efficient functioning of the Planning District.

Required Skills & Qualifications:

- High School Diploma, GED, or equivalent is required;
- Post-secondary education in Municipal Administration is desired;
- Minimum five (5) years of experience in a comparable office setting, overseeing a variety of administrative tasks;
- Exceptional organizational skills;
- Ability to be confidential and discreet with information;
- Ability to perform clerical duties, including proofreading for correct spelling and proper English grammar;
- Proven ability working with computers and office related software (e.g., MS Office Suite), and other office related equipment (e.g., printer/copier, fax machine, etc.);
- Ability to communicate clearly and professionally, both verbal and written;
- Ability to assess situations and exercise sound judgment;
- Ability to exercise courtesy, tact, and sound judgement in discussion of technical planning matters with developers, consultants, representatives from other levels of government, Planning District staff, and members of the general public;
- Ability to work efficiently and with frequent interruptions.

Extension of Position:

Following the one-year contract term, this position will be re-evaluated and may be extended by a subsequent contract or converted to a permanent part-time or full-time position, as determined by the South Interlake Planning District Board.

Working Conditions:

The duties and responsibilities of this one-year contract position will take place during regular business hours at the SIPD office with minimal physical demands. Occasionally, the position may require attendance at meetings outside regular business hours.

***Note:** The above is a general description of the principal functions of the position and is not a detailed description of all duties.*