



SOUTH INTERLAKE PLANNING

Unit 5, 15 Davis Way, CentrePort, MB R4B 0A3
Visit us online at www.sipd.ca

CentrePort Office
5-15 Davis Way
RM of Rosser, MB
T: 204-467-5587
F: 204-467-8383
E: info@sipd.ca

Stonewall Office
285 Main St.
Stonewall, MB
T: 204-467-5587
F: 431-381-0031
E: info@sipd.ca

JOB DESCRIPTION

Job Title: *Administrative Assistant*
Term: *Permanent, Full-Time (35 Hours/Week)*
Reports To: *Manager of Finance & Admin., South Interlake Planning District*

Overview:

Under the direction of the Manager of Finance & Administrative Services, this full-time position is responsible for providing a range of administrative duties for the South Interlake Planning District (SIPD).

Specifically, the Administrative Assistant is a multi-faceted position that is responsible for providing administrative support to Planning, Building and By-law Enforcement staff; managing SIPD's records, including scanning and filing permit documents and plans; and providing customer service support, including assisting with front counter inquiries, answering telephone calls, preparing email correspondence, assisting with application in-take and payments, and more.

This job description provides a general outline of the principal functions of the Administrative Assistant position but is not considered a complete description of all duties and responsibilities that may be assigned to the position.

Duties & Responsibilities:

- Assist Planning, Building, and By-law Enforcement staff with the preparation and filing of documents and correspondence;
- Oversee SIPD's record management system, including scanning and filing SIPD's permit documents and plans;
- Respond to incoming customer inquiries/requests and refer them to the appropriate SIPD staff, as necessary;
- Answer and forward incoming phone calls;
- Assist with the in-take of applications and payments;
- Coordinate the scheduling of inspections;
- Provide coverage for other Administrative Assistants, as needed;
- Regularly update the SIPD website with information and notifications, as directed;
- Ensure public areas of the office are maintained in a tidy and presentable manner;
- Perform additional duties as necessary for the effective and efficient functioning of the

Required Skills & Qualifications:

- High School Diploma, GED, or equivalent is required;
- Minimum of five (5) years of related work experience. An equivalent combination of education and experience may be considered;
- Excellent interpersonal and customer service skills;
- Excellent multi-tasking and organizational skills;
- Excellent written and verbal communication skills;
- Ability to perform clerical duties, including proofreading for correct spelling and proper English grammar;
- Proven ability to use computers and office-related software (e.g., MS Office Suite), and other office-related equipment (e.g., printer/copier, fax machine, etc.);
- Ability to be confidential and discreet with information;
- 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.
- Post-secondary education in Municipal Administration, or similar field, is considered an asset;
- General knowledge of development and building permit review and approval processes is considered an asset;
- Experience with mapping systems and software (e.g., GIS, etc.) is considered an asset.

Training:

The SIPD is committed to providing applicable training and professional development opportunities to the Administrative Assistant, in accordance with budget.

Work Conditions & Hours:

The duties and responsibilities of this position will take place during regular business hours at the SIPD's office with minimal physical demands. The hours of work are Monday to Friday, 8:30AM to 4:30PM, with one hour for lunch. Occasionally overtime work may be required by the SIPD. All authorized overtime work shall be compensated in accordance with the SIPD's Human Resource Policy Manual.

Office Location:

This position will operate primarily from the SIPD's head office located at Unit 5, 15 Davis Way, R.M. of Rosser (CentrePort). Some work duties may also be conducted from the SIPD's secondary office located at 285 Main Street, Stonewall.

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