



TOWN OF WASAGA BEACH JOB POSTING

PUBLIC WORKS ADMINISTRATIVE ASSISTANT - ACCOUNTS (Full Time)

The Town of Wasaga Beach is seeking an energetic and self motivated individual to perform the duties and responsibilities of the Public Works Administrative Assistant - Accounts.

General Responsibilities: Provide exceptional customer service and information to the general public regarding the services provided by the Public Works Department, with a focus on administering the invoices to ensure appropriate coding and processing of all accounts and providing administrative support to the Department.

Qualifications:

- Completion of a post-secondary education in a business related diploma/degree and two (2) years related experience; or significant related experience in the absence of required education;
- Excellent interpersonal skills and customer service abilities;
- Proven analytical and problem solving skills;
- Good attention to detail and strong organizational skills;
- Strong computer skills in Microsoft Office (Excel and Word);
- Excellent written communication skills to prepare e-mails/correspondence/minutes;
- Ability to work with and contribute positively to a service oriented team;
- Ability to provide an appropriate criminal records check upon hire;
- Access to a reliable vehicle and valid Ontario drivers' license.

Hourly Wage Range: \$24.62 - \$28.81 (40 hour/week, note, hourly rate is currently under review)

Interested applicants are invited to apply outlining their qualifications and experience to Human Resources, 30 Lewis Street, Wasaga Beach, ON, L9Z 1A1. Fax: 705-429-6732 or email at hr@wasagabeach.com until 4:30 p.m. March 25, 2019.

The Town of Wasaga Beach is an equal opportunity employer and is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process, upon request. Please advise the Town of Wasaga Beach Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants who apply for this position, but only those selected for interviews will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, and will be used for the purpose of candidate selection.