



THE CORPORATION OF THE TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant

DEPARTMENT: Administration

HOURS OF WORK: Part time position: Minimum 21-hour work week.

QUALIFICATIONS:

- 2 to 5 years' experience as a receptionist or in a customer facing client service role, in a municipal setting preferred.
- Previous experience in researching and submitting of grants with successful outcomes.
- Proficiency in MS Office (Word, Excel, Outlook, Teams) and Adobe Acrobat.
- Experience and sound judgement regarding confidential information and sensitive matters.
- A positive and professional manner, strong work ethic and ability to work both independently and demonstrated ability to work with others effectively as part of a team with a professional demeanor.
- Strong understanding of a client-focused fast paced work environment including related deadlines. Ability to effectively pivot between tasks, prioritize and manage deliverables to meet conflicting deadlines.
- Strong written and verbal communication skills.
- Strong organizational, administrative and diplomacy skills.
- A meticulous work ethic and an ability to attend to detail.
- Working familiarity with the Accessibility for Ontarians with Disabilities Act and related regulations.

REPORTS TO: Clerk-Treasurer

DUTIES: Under the direction of the Department Head the following is a partial list of duties:

- Refers inquiries and redirects telephone calls to appropriate staff members; takes messages for staff members who are absent or unavailable.
- Manage the reception area greeting clients and answering inquiries.
- Types letters, agreements, reports, invoices and forms for office staff.
- Perform daily accounts receivable functions including cheque and cash deposits, debit card transactions and communication with clients regarding their property tax accounts.
- Sorts outgoing mail and affixes correct postage before delivery to the post office, sorts and distributes incoming mail.
- Files correspondence, memos, minutes, etc. as directed by Department Head.

- Other general administrative duties as required including data entry, filing, photocopying, scanning, and faxing.
- Communicate with clients, agents and other third parties, schedule appointments and calendarize deadlines.
- Scheduling and invoicing of BLR Community Centre events.
- Maintains inventory of office stationery and supplies, orders replacement material from suppliers according to municipal purchasing policy.
- Research grant opportunities and follows through the application process, up to and including final reporting.
- Perform other tasks and special projects as required.

The foregoing description reflects the general duties necessary to describe the primary functions of the job identified and shall not be constructed to be all the work requirements that may be inherent in this classification.