

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

Administrative Clerk, Material Recovery Facility (MRF)

Temporary, full-time position

Your primary duties will include assisting with providing information to the public regarding the County's new waste collection programs. This will be conducted through courteous communications, telecommunications, emails and visitors. You will also provide administrative support to the department supervisors/manager and backfill for the other MRF Administrative Clerks when necessary.

Qualifications & skills:

- You have a college diploma or university degree in Business Administration or an equivalent combination of education and experience.
- 3 or more years of direct work experience in an administrative assistant capacity.
- Able to write and format moderately complex correspondence, including memos, letters, etc.
- You are proficient in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint) and have working knowledge/experience of purchasing software, employee scheduling systems, and maintenance work order systems.
- Superior telephone manners and excellent verbal, written, and interpersonal communication skills to communicate with all levels of the Corporation.
- Professional, responsive, and positive work attitude is essential.
- Excellent teamwork and team building skills.
- Ability to interpret and implement policies and procedures.
- Strong organizational, time management, analytical, and multitasking skills.
- Excellent internal and external customer service skills.

When emailing your application, please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Friday, November 27, 2020** to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberlandcounty.ca

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberlandcounty.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.