



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

# Administrative Assistant, Division (Engineering and Capital Delivery)

**Full-Time, Permanent**

**\$55,674.81 to \$68,281.66 annually**

Reporting to the Manager of Engineering and Capital Delivery, this role is responsible for providing quality customer service and administrative support to ensure the effective and efficient operation of the Division. Responsibilities include, but aren't limited to providing front line customer service, administrative support including coordinating meetings and appointments for the division, sorting and distributing incoming and outgoing mail, responding to and directing inquiries to staff, supply orders, maintaining digital/paper filing systems, and assisting with all department files and records management, creating and amending templates and forms as well as website updates. This role will regularly utilize Laserfiche, Bluebeam or CityView software for file updates. In addition, this position provides back-up support to the Coordinator of Planning and Development and to the Department Administrative Assistant as well as other department staff, from time to time.

To be considered for this position you will have a minimum of three (3) to five (5) years of related experience performing a wide range of administrative functions, preferably in a municipal engineering environment, coupled with a post-secondary education in Business/Office Administration, Public Administration or a related field. You will have excellent interpersonal and communications skills, both written and verbal. You will have the ability to organize and prioritize work, multitask, and work under pressure to meet deadlines. Working knowledge of CityView/Laserfiche/Bluebeam databases would be considered an asset. You possess strong proficiency in the operation and use of Microsoft Office applications. You have excellent customer service skills with the ability to deal courteously and effectively with all levels of staff, the public, community groups and organizations. You must hold a valid Class "G" driver's license in good standing and have access to a reliable vehicle to use on corporate business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants own cost.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by **May 8, 2023** quoting the job title and reference number **23-44**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Posted April 24, 2023