



**CONTRACT ADMINISTRATIVE ASSISTANT
COMPETITION NO.: ADM-2024-03
(contract until the end of March 2026)**



Posting Date:	February 12, 2024	Closing Date:	February 16, 2024
Department:	Administration	Hours per Week:	35 hours per week
Benefits Entitlement:	No	Pension Entitlement:	Yes – Employer Matched Contributions
Salary Level 104:	\$71,364 - \$89,205 (2024)	Union:	Non-Union

Position Summary

Under the direction of the Community Programs Manager, the Administrative Assistant provides administrative assistance and clerical support for the Administration Department. This position involves a role in facilitating the smooth operation of various community initiatives aimed at enhancing shared safety and well-being. Additionally, the position serves as an administration assistant for the Timmins Police Services Board.

Duties

- Provide administrative support for both the Community Programs Manager and the Timmins Police Services Board using the City of Timmins' document management system
- Prepare and organize reports, presentations, and documentation for the Community Safety and Well-Being Plan and the Timmins Police Services Board
- Ensure accurate record-keeping and data management
- Act as a liaison between the Community Programs Manager and external community partners
- Respond to inquiries and provide information regarding community initiatives
- Support the coordination and execution of community projects and events.
- Record and prepare minutes of meetings as required (Timmins and Area Drug Strategy, Community Safety & Well-being, Building Safer Communities, Timmins Police Services Board)
- Perform other duties as required
- Support the City of Timmins' Continuous Improvement Environment

Qualifications

- High school graduate and a two-year Community College diploma in Business/Office Administration
- Two years of previous experience in an administrative role
- Proficient in Microsoft Suite (Word, Excel, PowerPoint, Outlook)
- Excellent interpersonal and communication skills both written and verbal
- Strong organizational and time management skills
- Highly motivated and team-oriented
- Bilingual (English/French) considered an asset
- Current and clear Criminal Record Check required
- Ability to work flexible work hours
- Must have own vehicle with Class G license

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **February 16, 2024**.

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

www.timmins.ca
www.movetotimmins.ca
(705) 264-1331