



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

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**Posting #:** CUPE 4.26

**Position:** Division Assistant

**Position Code:** 3OPDVA

**Status:** Temporary Full Time (date of hire for approximately 6 months)

**Number of Vacancies:** 1

**Employee Group:** CUPE 4700

**Wage:** \$25.71 - \$32.14 per hour

**Hours Worked per Week:** 35

**Division:** Community and Development Services

**Department:** N/A

**Reports To:** General Manager, Community and Development Services

**Location:** Simcoe, ON

**Posting Period:** February 4, 2026 – February 17, 2026

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### How to apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/2B9CEDA26D>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](http://Employment at Norfolk County - NorfolkCounty.ca)

### Scope of Position:

To provide administrative support services for entire Division.

**Knowledge and Experience:**

- Over one year up to two years of post-secondary education in accounting, public administration, business studies or related field.
- Over one year up to and including two years previous experience to be familiar with scope of position, preferably in a municipal setting.

**Skills and Abilities:**

- Proven time management, organizational and interpersonal skills.
- Excellent clear communication skills (oral and written).
- Excellent customer service skills.
- General knowledge of accounting principles and practices.
- Ability to work as a member of a team.
- Valid Ontario driver's license and access to a reliable vehicle.
- Computer expertise in corporate standard software (Microsoft Office Suite, Including Microsoft Teams) and department specific software to data search and entry and to create and modify documents ensuring accessible documents.
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act

**Position Description:**

- To provide assistance and front-line support for the whole Division.
- To handle direct contact from customers, staff and other stakeholders in a timely manner and ascertain appropriate response or connection to others.
- To process financial and accounting statements when required including, but not limited to, payments, invoices, deposits, journal entries, requisitions, petty cash, p-card reconciliations, etc.
- To provide records and file management assistance and related administrative duties including but not limited to routine correspondence, incoming and outgoing mail and courier.
- To support administrative needs of Divisional Departments as appropriate. This

may include, but not be limited to, data entry, scheduling of meetings, agendas, minutes, distribution lists, etc.

- To work directly with any Divisional Coordinator on various roles, responsibilities and allocation of tasks.
- To maintain an inventory of office supplies and ordering office supplies.
- To respond to enquiries from staff and suppliers.
- To input timesheets and perform all related tasks associated with payroll, such as, verify hours, rate of pay, equipment usage and reconciliation of payroll batches.
- Complete work orders as required for the division.
- Review and provide account analysis for the statement of operations for the division in conjunction with the Division Coordinator.
- To ensure all documentation and records (hard copy and/or computerized) relating to the duties and responsibilities of this position are processed/maintained in accordance with established procedures and practices for records management.
- Provide customer service to the public, contractors, staff, suppliers and various agencies.
- Prepare various permits and licences that fall under the scope of the Division.
- Create and close work orders in corporate standard software.
- Perform other duties as assigned.

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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.