



A Natural Attraction

## Job Posting

The City of Quinte West invites applications for the following full time position:

### **Administrative Assistant, By-Law Enforcement Planning and Development Services**

The Administrative Assistant, By-Law Enforcement is responsible for providing administrative support to the Supervisor of By-Law Enforcement, Chief Building Official (CBO)/ Manager of Building Services and By-Law Enforcement staff.

#### **Education and Work Experience Requirements:**

A minimum of a two year (2) community college diploma, preferably focused on office administration or a relevant field. The successful candidate will have demonstrated organizational skills and communication skills, as well as the ability to multitask in a busy environment with a proven focus on service delivery. The ability to communicate in both English and French is considered a preferred asset for the position.

The position requires a minimum of two (2) years of work experience in an office environment with special emphasis on municipal and by-law enforcement issues. Strong customer service and public relations skills are also required.

**Remuneration:** \$31.15/hour (Grade 6 of 2025 CUPE Wage Grid), OMERS pension plan, competitive employer-paid extended health benefits, and 3 weeks' vacation. This position may also have the opportunity to participate in our flexible work program, subject to applicable policies and approvals.

**Note:** This posting is for an existing full time vacancy.

#### **How to Apply**

Qualified applicants are invited to apply online with their resumes by **11:59 p.m. on April 27, 2026**. For more information, they may also visit the City of Quinte West website at [www.quintewest.ca](http://www.quintewest.ca).

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 ext. 1106 or email [hr@quintewest.ca](mailto:hr@quintewest.ca) if you

require an accommodation to ensure your participation in the recruitment and selection process.

The City of Quinte West does not use artificial intelligence (AI) to screen, assess, or select candidates in its recruitment processes. All applications are reviewed and assessed by Human Resources staff and the hiring manager.