



The Corporation of the Town of Petrolia
is seeking a

Customer Service/Administrative Assistant

The Town of Petrolia is nestled in the heart of Southwestern Ontario's Lambton County and framed by Lake Huron and the St. Clair River. The Town's commitment to the preservation of its history supports a quality of life that energizes its residents and inspires its visitors. Petrolia boasts excellent schools, a hospital and an outstanding community and wellness centre.

Position: Customer Service/Administrative Assistant

Department/Location: Municipal Office, 411 Greenfield Street

Type: Permanent Full Time, 37.5 hours per week, Monday through Friday

Union/Non-Union: Non-Union

Wage: \$40, 508.52 - \$49, 284.50 per annum, plus benefits and pension plan

General Outline:

As the first person citizens & visitors encounter, the successful candidate will be the face of the Town of Petrolia and will deliver exceptional centralized customer service by providing assistance to Town Hall customers in a friendly and professional manner. Your customer-first, service-oriented approach will be the key to building positive experiences for ratepayers and visitors.

As an Administrative Assistant, your key role will be to provide support to the offices of CAO, Clerk, Community Services, Cultural Services and Marketing. Duties will include receiving and directing telephone inquiries, researching background, filing, typing and compiling of letters, memos, reports and spreadsheets, and arranging various activities

Skills and Requirements:

1. Diploma in Office Administration or related discipline
2. 3+ years office administration experience
3. 3+ years of customer service experience
4. Positive & proactive attitude
5. Excellent verbal & written communication skills
6. Strong computer skills
7. Current Standard First Aid and CPR "C"
8. Familiarity and experience with a Municipal/Public Service environment, Keystone Software, iCompass, and TOMRMS an asset

Detailed job description and requirements can be found at www.town.petrolia.on.ca

Deadline for applications is no later than **12 noon Thursday, August 31, 2017**

Resumes clearly marked Customer Service/Administrative Assistant to be directed to the attention of:

Mandi Pearson, Deputy Clerk/Operations Clerk
Town of Petrolia
411 Greenfield Street
Petrolia, ON N0N 1R0 mpearson@petrolia.ca

We appreciate the interest of all those who respond; however, only those selected for an interview will be contacted. Information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. The Town of Petrolia is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Clerks Department to ensure your accessibility needs are accommodated throughout this process.