



Hastings Highlands

Beautiful By Nature

Coordinator of Administrative Services – Fire Department

Part-time Non-Union (30 hours/week)

The Corporation of the Municipality of Hastings Highlands is a rural community with a population of approximately 4,385. Hastings Highlands is a great place to live and play as a four-season municipality that is 'Beautiful by Nature'.

The Municipality of Hastings Highlands is seeking an innovative and customer service-focused professional who performs well in a fast-paced environment for a part-time **Coordinator of Administrative Services – Fire**. Under the direction of the Fire Chief, the Coordinator of Administrative Services – Fire performs day-to-day tasks associated with the administrative duties of the Fire Department including data entry, required reporting, file and records management, researching/compiling internal and external communications, assisting with customer service requests and completing special projects.

The successful candidate will have a post-secondary diploma in Office Administration, Business Administration, or an equivalent mix of education and experience.

At the Municipality of Hastings Highlands our team members believe in our **Corporate Values**. Our team is **Committed**, they demonstrate **Integrity**, and they are **People Smart**.

The Municipality offers an hourly rate of \$25.46 to \$29.79 per hour. This position will work up to 30 hours per week.

The full job description and position qualifications can be found on our website under the tab Municipal Services > Careers and Volunteering:

<https://www.hastingshighlands.ca/municipal-services/careers-and-volunteering/>

Applicants are invited to submit resumes in confidence by **10:00 a.m. on February 7, 2025** to:

Municipality of Hastings Highlands
33011 Highway 62, P.O. Box 130, Maynooth ON K0L 2S0
Email: humanresources@hastingshighlands.ca

Hiring will be subject to the submission of a Criminal Record check and verification of education and experience requirements.

The Municipality of Hastings Highlands wishes to thank all applicants who apply; however, only those selected for an interview will be contacted. The Municipality is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please advise if you require accommodation and the Municipality will endeavour to accommodate candidates in all parts of the hiring process. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.