



Hastings Highlands

Beautiful By Nature

Administrative Assistant – Contract (Up-to-12-Months)

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 a tech-savvy, customer service-focused professional who performs well in a fast-paced environment for an up to 12-month temporary contract position of **Administrative Assistant**. Under the direction of the Chief Administrative Officer/Deputy Treasurer, the Administrative Assistant is responsible for assisting with front counter duties at the municipal office, responding to and/or redirecting inquiries by telephone, email, and in-person, managing the customer service request platform and municipal website/social media administration. You will provide clerical support for various departments, including researching/compiling communications, gathering background information, and completing special projects.

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 annual salary range of \$47,976.74 to \$56,126 per year.

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 July 15, 2024** 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.