



**SAULT
STE. MARIE**

Job Vacancy

Position:	Administrative Assistant - Engineering	Wage Range:	\$57,801 - \$68,827
Job Posting:	081-098-2024	Job Class:	1
Department:	PWES	Shifts:	35 hours/week
Division:	Engineering	Posted:	November 6, 2024
Status:	Full Time	Closes:	November 14, 2024, 4:30pm

The Administrative Assistant performs a variety of administrative tasks by providing support to the director and employees, assisting in daily office needs and general administrative activities.

Primary Duties and Accountabilities include but are not limited to:

1. Provide administrative and confidential functions involving personnel and labour relation matters, construction and professional engineering services contracts, grant funding applications and claims for the Engineering and Building Services divisions.
2. Prepare correspondence and reports for the Director and engineering staff, including coordination of Council reports, track execution and distribution of Professional Services Agreements and provide follow up action as appropriate.
3. Coordinate vacation booking, track staff absenteeism, overtime, capital construction work hours, and enter payroll.
4. Schedule meetings, travel and appointments.
5. Communicate with outside agencies, various levels of government, Councillors, members of the public and staff.
6. Assist in preparing and monitoring the division budget.
7. Participate in recruitment and selection process for summer students.
8. Provide work assignments and day to day direction to applicable staff.
9. Prepare user-fee invoicing, requisition supplies and reconcile corporate credit card statements.
10. Maintain a thorough working knowledge of the City's Health & Safety policy and procedures.
11. Perform other related duties as required.

Qualifications:

1. College Diploma in Office Administration Program; or related field, and/or two years experience in an administrative assistant position preferably in an engineering and/or construction environment.
2. Computer literacy in Microsoft including experience in Excel, Word, Outlook and keyboarding skills.
3. Time management skills and the ability to prioritize work.
4. Knowledge of office management systems and procedures.
5. Meet and interact with internal and external personnel, in a pleasant and professional manner.
6. Read, write and communicate to perform the duties of the position.
7. Work effectively and efficiently independently and as a team member in a fast paced environment.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 081-098-2024 Administrative Assistant - Engineering

- ❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*