



ADMINISTRATIVE ASSISTANT

The Sudbury East Planning Board, which is responsible for land use planning within the Sudbury East Planning Area, is now seeking a highly motivated individual to fill the position of Part-Time (Monday-Thursday from 8:30AM – 4:00PM) Planning Administrative Assistant.

DUTIES

The successful applicant will be responsible for performing all Secretarial, Clerical and Administrative duties including all financial matters of the Sudbury East Planning Board. More specifically, accounts payable and receivable, payroll, bank reconciliation, audit and financial reports. You will also be responsible for typing all Board correspondence and reports, preparing meeting packages, setting up and maintaining filing systems, taking telephone messages, greeting visitors, making appointments, and providing information on routine planning inquiries.

QUALIFICATIONS

- Advance knowledge of software packages such as Simply Accounting, Microsoft Office, and Microsoft Excel.
- Knowledge of both manual and automated accounting practices and procedures and use of office equipment (i.e. – computer, photocopier, fax, scanner, etc.).
- Highly developed organizational, time management and communication skills.
- Ability to work well with others.
- Ability to organize a diversified workload and prioritize work in an independent manner.
- Ability to manage competing demands from the Director of Planning/Secretary-Treasurer.
- Bilingualism is an asset.

Salary is negotiable and will be commensurate with qualifications and experience.

Please send a resume, along with a covering letter to the undersigned no later than
JULY 17, 2017.

**Mr. Matthew Dumont
Director of Planning/Secretary-Treasurer
Sudbury East Planning Board
39 Lafontaine Street, Unit 4
P.O. Box 250
Warren, ON POH 2N0**

No Telephone Inquiries Please

We thank all applicants but only those under consideration will be contacted.