



## Administrative Assistant Wanted!

Temporary Full-Time (12-month contract)

**Location:** Elliot Lake, Ontario

**Salary:** \$35.66/hour

Are you an organized, detail-oriented individual with a knack for problem-solving? Do you thrive in a fast-paced environment where no two days are the same? If so, the City of Elliot Lake is looking for you!

As the **Administrative Assistant to the Director of Finance / Treasurer**, you'll be providing essential support that ensures the smooth operation of the City's financial functions.

### What You Will Be Doing:

- **Ensure Office Efficiency:** Coordinate schedules, manage office activities, and recommend improvements for smooth operations.
- **Support Key Financial Functions:** Process invoices, handle payroll, and assist with audits and insurance matters.
- **Organize, Analyze, and Report:** Prepare reports, summarize documents, and manage sensitive information.
- **Communicate and Connect:** Respond to inquiries, schedule meetings, and assist in various projects across departments.
- **Keep Everything on Track:** Maintain filing systems, manage records, and ensure compliance with city policies and procedures.

### Who You Are:

- **Education:** A diploma in Office or Business Administration (2 years) from an accredited college is preferred.
- **Experience:** At least 3 years in an administrative support role, ideally at a management level or in a municipal setting.
- **Skills & Abilities:**
  - Superior time management and organizational skills
  - Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
  - Ability to handle multiple tasks and meet deadlines
  - Discretion in managing confidential information
  - Strong written and verbal communication skills

**Why Join Us?** We believe in supporting our team with growth opportunities, a collaborative environment, and a chance to make a real impact in our community.

Ready to take the next step in your career? **Apply today** to join the team at the City of Elliot Lake and help us continue to serve and support our community! To apply and view the full job posting please go to our website at <https://www.elliottlake.ca/en/city-hall/jobs.aspx>

**Closing date: Wednesday, February 12, 2025**

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the City of Elliot Lake's hiring process. If you require accommodation, please contact Human Resources

**The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.**

## THE CORPORATION OF THE CITY OF ELLIOT LAKE

### POSITION DESCRIPTION

<b>POSITION:</b>	Administrative Assistant to the Director of Finance / Treasurer
<b>DATE PREPARED:</b>	September 2019
<b>REVISION DATE:</b>	January 27, 2025
<b>REPORTS TO:</b>	Director of Finance / Treasurer
<b>DEPARTMENT:</b>	Treasury Department

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### MAIN FUNCTION:

Provides a wide variety of confidential administrative support to the team, ensuring smooth and efficient operations across various departmental functions. The role involves a range of responsibilities, including managing correspondence, scheduling appointments, maintaining records, and providing general office support. The ideal candidate is organized, detail-oriented, and able to handle multiple tasks while maintaining a high level of professionalism.

### DUTIES

1. Coordinates office activities and schedules; develops and recommends office procedures and systems; ensures smooth office operations.
2. Reviews and summarizes reports and documents; prepares background documents as necessary.
3. Researches and analyzes projects for the Director of Finance and prepares first draft reports and /or information summaries.
4. Processes invoices for payment as required.
5. Coordinates travel arrangements: completes travel expense claims for submission and approval as required.
6. Manages and redirects correspondences/inquiries (i.e. telephone calls, walk-ins, emails, mail, fax) and obtain approval as required.
7. Coordinates meetings/conference calls, prepares agendas, and ensures appropriate follow-up, books meeting rooms, coordinates audiovisual (AV) and catering requirements.
8. Completes special projects as assigned.
9. Maintains and updates filing systems and electronic record management systems.
10. Processes bi-weekly payroll data as required.
11. Prepare and organizes a variety of documents and correspondence in an accurate and professional format.

12. Prepares, coordinates and tracks audit paperwork; provides administrative support to auditors during interim and annual audit, and issues audit status letters for grants, legal and other compliance needs.
13. Maintains website page for Treasury and posts other items such as RFPs, notices and advertising as required.
14. Coordinates and participates in various meetings as directed by the Director, including preparing agendas, minutes, and related correspondence. Follows up on action items assigned by the Director of Finance/Treasurer and serves as Secretary to relevant committees as required.
15. Coordinates and oversees annual City policy renewals as first point of contact for insurance matters.
16. Supplies or obtains certificates of additional insured; ensures additional insurance requirements are met.
17. Oversees the administration of all corporate credit cards, coordinating with staff and the bank to issue new cards, adjust credit limits, and handle reporting and reconciliation."
18. Acquires and upholds a comprehensive understanding of the Municipality's codes, policies, regulations, and procedures related to the Director of Finance/Treasurer's office, other departments, City Council, and its Standing Committees.
19. Provides cross-functional support and backup to all other administrative assistant roles within the City.
20. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and Training:**

- Minimum of a two (2) year diploma in Office Administration or Business Administration, from an accredited college is preferred

### **Experience**

- Three (3) years of related experience working in an administrative support role at a management level is preferred
- Familiarity with basic accounting and finance principles, with preference for experience in a municipal setting is an asset.

### **Knowledge/Skills/Abilities**

- Demonstrated superior time management, prioritization, organizational, analytical, critical thinking, problem-solving, and leadership skills.
- Demonstrated proficiency in taking and transcribing minutes.
- Demonstrated ability to compile data, and independently manage small to medium sized projects.
- Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement.

- Demonstrated excellent computer skills with proficiency in Microsoft Office software (Word, Excel, Power Point and Outlook).
- Demonstrated superior interpersonal and communication skills, both written and verbal.
- Demonstrated ability to manage routine correspondence, multiple tasks/projects, diversified workload and rapidly changing priorities and challenging deadlines.
- Demonstrated discretion and maturity when handling confidential information.
- Demonstrated commitment to the safety of co-workers and customers.

**Personal Suitability:**

- Ability to develop partnerships and collaborative processes across the organization.
- Demonstrated ability to take appropriate action to resolve workplace related issues and problems.
- Demonstrated commitment to ongoing professional development.
- Demonstrated professionalism when dealing with confidential and sensitive issues.
- Demonstrated positive work record and excellent attendance record.
- Ability to meet the physical and sensory demands of the job.