



The Corporation of the Township of Wainfleet FIRE & EMERGENCY SERVICES



Job Posting

POSITION OVERVIEW

Position Title:	Executive Assistant – Fire & Emergency Services
Openings:	One (1)
Department:	Fire & Emergency Services
Hours:	Part Time (21 hours/week)
Local:	Non-union
Remuneration:	\$28.45/hour
Closing Date:	December 6, 2021 at 9:00am
Start Date:	January 3, 2022

POSITION SUMMARY

Reporting to the Fire Chief/Community Emergency Management Coordinator, the executive assistant is responsible for providing confidential administrative support services for Wainfleet Fire and Emergency Services. This position maintains personnel and statistical information, analyzes revenues and expenditures, works on various projects in support of the department's objectives and ensures effective and efficient administrative operations. Main responsibilities include processing of Open Air Burning permit applications and answering general public inquiries related to Fire & Emergency services as per the Ontario Fire Code and other applicable law or relevant by-laws. This position is also responsible for monthly/annual reporting as well as the computerized permit systems including the maintenance of files and documentation, and processing various forms and letters. The Administrative Assistant will provide assistance to the Fire & Emergency Services Department, as well as associated departments as needed.

SUPERVISION

- None

QUALIFICATIONS

- 3-5 years of experience working in a Municipal & Fire Department Environment with a thorough knowledge of municipal & fire department operations and functions
- Strong organizational, problem solving and time management skills
- Excellent customer service and interpersonal skills
- Ability to liaise and coordinate with internal and external stakeholders
- Proficiency in Windows-based applications including Microsoft Office products
- Experience with FirePro
- Knowledge of records management
- Knowledge of local bylaws and procedures

MORE INFORMATION

Those requiring additional position-specific information or a detailed job description, may contact.

Morgan Alcock, Fire Chief/CEMC

Phone: 905-899-3463 ext. 274

firechief@wainfleet.ca

REPLY IN CONFIDENCE

Qualified candidates are invited to submit a resume with cover letter to Lee Gudgeon, HR Manager, in confidence, outlining how their relevant education, experience and achievements meets the above qualifications, no later than **9:00 a.m. on Monday, December 6, 2021**. Electronic applications will be accepted at <https://www.wainfleet.ca/en/town-hall/careers.aspx>, by email at careers@wainfleet.ca or Fax: (905) 899-2340. Hard copies will also be accepted.

The Township of Wainfleet is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@wainfleet.ca if you need assistance. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.