



**Employment Opportunity:
Building and Planning Administrative Assistant –
1 Year Maternity Leave – Contract Position**
Township of Havelock-Belmont-Methuen
Hourly Wage: \$30.60 – \$35.47
Closing Date: Friday, May 8, 2026, at 4:30pm

The Township of Havelock-Belmont-Methuen (H-B-M) is currently seeking a **Building and Planning Administrative Assistant** to join our team on a one-year maternity leave contract. Reporting to the Chief Building Official, the Building and Planning Administrative Assistant is responsible for assisting with building and planning department activities, which include by-law enforcement tasks, ensuring compliance with provisions of the Ontario Building Code, the Building Code Act, and all other relevant legislation and regulations. The Administrative Assistant is the first point of contact for the building department. The ideal candidate will have experience working in a municipal setting within the building department.

The Township offers a comprehensive benefits package, enrollment in the Ontario Municipal Employees Retirement System (OMERS) and competitive salary that corresponds with education, experience and working abilities. A detailed job description can be found on the Township website at www.hbmtwp.ca.

Interested candidates are invited to submit a CONFIDENTIAL detailed cover letter and resume, clearly marked with the position title 'Application – Building and Planning Administrative Assistant' by e-mail or regular mail no later than 4:30 p.m. Friday, May 8, 2026, to:

Kayla Spooner
Deputy Treasurer
Township of Havelock-Belmont-Methuen
P.O. Box 10, Havelock, ON K0L 1Z0
kspooner@hbmtwp.ca

The Township of Havelock-Belmont-Methuen welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.