



**Employment Opportunity:  
Building Administrative Assistant  
Part-time (6 Month Contract)**

Township of Havelock-Belmont-Methuen  
Wage: \$23.71/per hour      Closing Date: March 13, 2024

The Township is currently seeking a Building Administrative Assistant with primary duties within the Building Department. Reporting to the Chief Building Official, the Building Administrative Assistant is responsible for assisting with the organization of records from the Peterborough Public Health Unit regarding historical sewage system permits.

The Township offers enrollment in the Ontario Municipal Employees Retirement System (OMERS) Pension Plan and a competitive wage that corresponds with education, experience and working abilities.

**The incumbent must possess the following qualifications:**

Must have a minimum Grade 12 high school diploma.

Must have Post-Secondary School Diploma in a two (2) year Business Administration program or related field of equivalent exposure to office responsibilities.

Two (2) years' experience in an office setting, ideally in a municipal or public sector environment of asset.

Demonstrated computer skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other computer software applications such as mapping and geographic information systems (County GIS), Cloud Permit, Adobe Acrobat, Internet Explorer, etc.

Familiarity with Keystone Complete and Microsoft Dynamics would be an asset.

Understanding of standard office equipment such as photocopiers, scanning and fax software.

Must be able to work part-time hours, 24 hours per week, office hours: Monday to Friday 8:30 am to 4:30 pm with the possibility of additional hours per week.

A detailed job description can be found on the Township website at [www.hbmtwp.ca](http://www.hbmtwp.ca). Please submit a cover letter and resume, clearly marked with the position title 'Application for Building Administrative Assistant' by email or regular mail no later than **4:00 pm on March 13, 2024** to:

Leah Hutton, Executive Assistant  
Township of Havelock-Belmont-Methuen  
P.O. Box 10, Havelock, ON K0L 1Z0  
Email: [lhutton@hbmtwp.ca](mailto:lhutton@hbmtwp.ca)

*Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment 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.*