



**EMPLOYMENT OFFER**  
**2<sup>ND</sup> Internal / External Posting**

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**1.0 POSITION**

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- 1.1 Title:** Administrative Assistant
- 1.2 Immediate Supervisor:** Director General/Clerk-Treasurer
- 1.3 Type of Position:** Permanent : Monday - Thursday (32 hours per week)
- 1.4 Salary:** Equivalent to the salary outlined in the collective agreement for this position
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**2.0 PURPOSE**

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The Administrative Assistant is responsible for providing secretarial, clerical, administrative and technical support in order to ensure that municipal services are provided in an effective and efficient manner.

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**3.0 DUTIES AND RESPONSIBILITIES**

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1. Provide office support services in order to ensure efficiency and effectiveness within the municipal office.
    - Receive, direct and relay telephone messages;
    - Direct the general public to the appropriate staff member;
    - Review and process all correspondence and respond accordingly;
    - Maintain the general filing system by assisting the person responsible for all duties related to municipal archives in accordance to the conservation calendar;
    - Assist in the preparation and follow-up of council and committee meetings;
    - Maintain an adequate inventory of office supplies;
    - Respond to public inquiries relative to taxation and the evaluation role in a timely manner;
    - Provide administrative services such as: perception, preparing purchase orders, accounts receivable and preparing bank deposits;
  2. Perform clerical duties in order to maintain municipal administration
    - Monitor the use of supplies and equipment and perform purchasing duties;
    - Coordinate the maintenance and repair of office equipment;
  3. Support the Director General/Clerk-Treasurer and other staff
    - Assist the Director General/Clerk-Treasurer and other staff as requested;
    - Assist in the preparation of reports, contracts, agreements and other specialized documents;
  4. Perform other related duties as required.
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**4.0 REQUIREMENTS**

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**Knowledge of:**

- Office administration practices and procedures;

- Municipal organisation, legislation, policies and procedures applicable to departmental operations and terminology (will be considered an asset);
- Basic functions of public agencies, including the role of an elected municipal official (will be considered an asset);
- Filing and purchasing practices and procedures;

**Skills:**

- Time management skills;
- Ability to manage stress;
- Exercise sound independent judgement;
- Exercise tact and discretion in dealing with sensitive issues;
- Highly proficient level of the Microsoft Office suite;
- Ability to act as a team player;
- Analytical and problem solving skills;
- Excellent knowledge of both the English and French languages (written and spoken);

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## **5.0 QUALIFICATIONS**

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Candidates are required to hold a College Diploma as an Administrative Assistant or in Secretarial Studies or another appropriate field of study combined with a minimum of 3 years experience in the field.

**Interested persons are asked to forward their resumé to the address indicated below on or before 11:59 p.m. (midnight), Tuesday, April 25, 2023.**

Municipality of Grosse Ile  
1-006, Chemin Jerry  
Grosse Ile (Quebec)  
G4T 6B9

Telephone: 418 985-2510  
E-mail: [info@mungica.ca](mailto:info@mungica.ca)