Township of Huron Kinloss   Administrative Assistant
35 hours per week   Monday-Friday Availability
Reports to the Clerk

This position is responsible for overseeing the scheduling of the septic re-inspection program, and working in conjunction with BM Ross and the Chief Building Official. Also to provide administrative support to the Clerk, Deputy Clerk and CBO.

Responsibility	Tasks
Septic Inspection Program	Accept phone calls, and schedule appointments according to the provided times available
	Make phone calls to inquire on availability for scheduling septic inspections
	Provide information and respond to inquiries by the public, regarding the program, in a knowledgeable and professional manner
	File septic inspection reports, in property roll files
	Mail out large quantities of septic inspection reminder notices, as provided by BMRoss
Administration	Create documents such as reports, letters, newsletters etc., maintaining strict confidentiality
	Ensure accurate format, neatness and accuracy of all documents one creates

	Assist with filing, in accordance with the Township's records by-law and accepted records management practices
	Assist departments with special projects, as assigned
Teamwork	Working cooperatively with others to ensure all required tasks are completed on a daily basis
	Assist other departments with administrative tasks, as required
	Respond to telephone inquiries as needed forwarding inquiries to the appropriate departments
Other duties as assigned	
Qualifications	Post-Secondary Education
	Experience dealing with the public
	Advanced skills in Microsoft Office

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.