



Job Posting
Firehall- Administrative Support
Competition #2024-24

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. This position is responsible for the administrative duties supporting the management team within the Fire Service. This includes producing internal and external correspondence, organizing attendance records, submitting the department's payroll, accounts payable and accounts receivable, maintaining the departmental statistics, liaise with the public and professional contacts of the department, and provides confidential administrative support to the Director of Fire Services/Fire Chief and the Deputy Fire Chief.

Duties include but are not limited to:

- Prepare and maintain management teams calendars and advises of changes to ensure significant commitments are met.
- Creates and reviews verbal and written memoranda, letters, notes, reports, and agreements for the department at the discretion of the firehall management.
- Coordinates and maintains records and file systems, in both computer and hard copy format.
- Prepares and takes minutes of agendas and meetings.
- Responsible for ordering office supplies, for the maintenance and proper functioning of all office equipment.
- Organizes and submits the fire departments account receivable and payables, including preparation and issuing invoices requests. Reconciles petty cash and organizes departments Visa reconciliation and account coding.
- Prepares in consultation with HR, orientation packages, preparing all correspondence to invite each participant for each step of the process, including scheduling interviews. Ensures all confidential information for new recruits is collected (vaccination records, medicals, criminal record checks with Vulnerable Sector Screening, Drivers Abstracts, etc.) and submitted to Human Resources.
- Manages the departments attendance management records.
- Administers fire statistics and generates reports of emergency response times for analysis, fire training, and attendance management.
- Performs other related duties, as assigned, that are in accordance with the job responsibilities or necessary departmental or corporate objectives.

Required Qualifications:

- Post-secondary diploma or certification in Administration or related field, with three (3) years of practical experience preferably in a municipal fire service environment.
- 3 Years of practical Administration experience preferred.
- Solid and demonstrated customer service and communication skills.
- Excellent administrative, problem solving, public relations and organizational skills.
- Ability to operate various pieces of office equipment (e.g. printer, fax, mail machine, etc.)
- Knowledge of Microsoft Office applications (Word, Excel, PowerPoint and Access).
- Ability to work independently and in a team environment.
- Knowledge of the functions of the Fire Service would be an asset.

Compensation: The current pay for this position is \$29.84 - \$34.90 per hour, based on a 21-hour workweek. The Town offers a competitive pension package. This position is unionized with CUPE local 2380.08.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on June 28, 2024** to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.