



A Natural Attraction

Job Posting

The City of Quinte West invites applications for the following position:

(3.5 Month Contract)
Administrative Assistant, Economic Development and Tourism Services
Planning and Development Services Department

The City of Quinte West is a vibrant rural/urban community with over 43,000 people located in Eastern Ontario. Set in a picturesque natural setting, Quinte West is known for being home to Canadian Forces Base Trenton and is now home to the newly built Trent Port Marina located at the mouth of the Trent Severn Waterway.

Purpose & Scope:

The Administrative Assistant, Economic Development and Tourism Services is responsible for providing administrative support to the Manager of Economic Development and Tourism Services and to the Economic Development and Tourism Services division.

Education & Experience:

The successful candidate must have a College Diploma in Business Administration or suitable equivalent.

A minimum of two (2) years of experience in an administrative role is required for this position. Although not required, an asset to the position would be administrative experience in a municipal environment. The incumbent will possess strong interpersonal skills and communication skills. The ability to work in a busy multi-faceted environment is a must. Proficiency in computer applications/programs including graphic art is essential to the role.

A valid G Driver's Licence is also required for this position.

Remuneration: 2019 C.U.P.E. Salary Grid Band 6 \$26.26/hour

Qualified applicants are invited to visit the City of Quinte West website at www.quintewest.ca and complete the application form and email it along with a resume clearly marked: "Administrative Assistant, Economic Development and Tourism" in the subject line to: hr@quintewest.ca. Applications will be accepted until such time as a qualified candidate is selected and the position is filled.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 (4515) or email the above if you require an accommodation to ensure your participation in the recruitment and selection process.