



Operations Administrative Assistant

The Township of Howick is a rural community of over 4000 residents, made up of the villages of Fordwich, Gorrie and Wroxeter and the hamlets of Belmore and Lakelet. Howick is blessed with a thriving agricultural sector, picturesque landscapes located along the Maitland River and most importantly, hard-working, friendly people.

The Township of Howick is currently seeking qualified applicants for the position of Operations Administrative Assistant. Reporting to the Manager of Development & Protective Services/Fire Chief, the Operations Administrative Assistant will act as the first point of contact for the Howick Fire Department, the By-law Enforcement and Building divisions. Duties will include various administrative/data entry tasks, issuing and updating burn permits, maintenance of personnel, complaint, permit application and property files, records management tasks, supporting the department's financials through invoicing and processing payroll for the Finance Department.

Reporting to the Manager of Recreation & Facilities, the Operations Administrative Assistant plays a key role in the daily operations of the Recreation & Facilities Department. This role will provide support with various administrative, programs/events, financial, communications and general tasks associated with recreation programs.

A detailed job description for the position is available at www.howick.ca.

Education/Experience:

- One to three years of experience performing duties related to the above-mentioned major responsibilities.
- Post-secondary Degree/Diploma in Recreation & Leisure Services, Marketing, Event Management, Office Administration or closely related disciplines.
- Excellent organizational, office administration, communication and interpersonal skills.
- Demonstrated skills using Microsoft Office software (Word, Excel, PowerPoint, and Outlook) Adobe Acrobat Pro, Website Content Management Systems, Facebook, and Instagram platforms.
- Experience providing administrative support to senior management.
- The ideal candidate will have demonstrated ability to:
 - Always maintain a high standard of public relations.
 - Maintain relationships with internal and external stakeholders.
 - Interact effectively and courteously with all levels of staff and contacts in a political and community/client service environment.
 - Work independently with minimal supervision.
 - Work under pressure to meet deadlines.

This is a full-time, permanent, 37.5-hour/week position. The Township of Howick offers a competitive salary (**2025 Wage Range \$30.86 – \$36.10 per hour**) with a comprehensive benefit package. We invite interested applicants to forward a cover letter and resume in one document (Word or PDF) by **noon (12:00 p.m.) on Friday, August 8, 2025**, in confidence, to:

Caitlin Gillis
Chief Administrative Officer/Clerk
Township of Howick
Via email: clerk@howick.ca

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

*Terms and conditions of employment as per all Human Resources policies and procedures of the Township of Howick.
The Township of Howick is an equal opportunity employer and supports applicants of all abilities. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).
We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
Personal information being collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and shall only be used in the selection of a candidate.*