

EMPLOYMENT OPPORTUNITY

On-site Sewage System Administrative Assistant (Parry Sound Office)

GENERAL JOB DESCRIPTION

The North Bay-Mattawa Conservation Authority (NBMCA) provides inspections on new and existing septic systems located in designated areas within Nipissing and Parry Sound Districts. This contract position offers a unique opportunity to work with NBMCA On-site Sewage System staff at the Parry Sound office. You will be assisting with On-site Sewage System Program staff by scanning and uploading permits, data entry, filing and other administrative duties as required.

QUALIFICATIONS

- Current enrollment in a post-secondary program such as Environmental Science, Environmental Technology or a similar field.
- Well-organized with general administrative, data base and file management skills, with attention to accuracy;
- Proven oral and written communications skills;
- Work in a professional manner with all stakeholders to deliver superior customer service;
- Ability to work independently, as well as in a team environment;
- Valid M.T.O. driver's license with a clean driving record; and
- Proficient computer skills including Microsoft applications.

SUMMARY OF TASKS

- Scanning & Uploading of documents & permits as required;
- Filing, letter typing, photocopying, as required;
- Administrative procedures if required;
- Input permits into an existing database;
- Work in compliance with the Occupational Health and Safety Act, its regulations and NBMCA's safety policies;
- Other duties as assigned.

COMPENSATION \$16.00 (35 hour week)

JOB DURATION June 13 to August 26, 2022

Candidates must submit their resume and cover letter no later than **Friday June 3, 2022 at 4:00pm** to:

Robin Allen, Manager On-site Sewage System Program
North Bay- Mattawa Conservation Authority
69 Bowes Street
Parry Sound, ON P2A 2L5
Fax: (705) 746-7553
Email: septic.parrysound@nbmca.ca

We thank all applicants for their interest; however only those selected for an interview will be contacted.

NBMCA is an Equal Opportunity Employer in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. NBMCA will accommodate applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.