EMPLOYMENT OPPORTUNITY

On-site Sewage System Program
Administrative/Field 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 sewage system staff at the Parry Sound office. You will be assisting with the daily clerical duties of the office as well as assisting the sewage system inspector in the field.

QUALIFICATIONS

- 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.
- Ability to work outdoors in all conditions

SUMMARY OF TASKS

- Filing, letter typing, photocopying, permit disbursement;
- Complete reporting and administrative procedures as required;
- Work in compliance with the Occupational Health and Safety Act, its regulations and NBMCA's safety policies;
- Assist with processing approved permits;
- Input permits into an existing MS Access database
- Accompany and assist the Sewage System Inspector during site inspections, as required ; and
- Other duties as assigned.

COMPENSATION $14.00 (35 hour week) **JOB DURATION** May 6 to August 23, 2019

Candidates must submit their resume and cover letter no later than **Friday, March 29, 2019 at 4:00pm** to:

Robin Allen, Area Supervisor – Parry Sound
North Bay- Mattawa Conservation Authority
69 Bowes Street
Parry Sound, ON P2A 2L5
Fax: (705) 746-7553
Email: jobs@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.