



Employment Opportunity- Municipality of Brooke-Alvinston Part Time - Office Assistant

The Municipality of Brooke-Alvinston is a vibrant and growing community dedicated to providing excellent services to our residents. Due to an upcoming retirement, we are seeking a motivated and detail-oriented Office Assistant to join our team and support our mission of delivering high-quality public services.

As an Office Assistant, you will play a crucial role in ensuring the smooth operation of our municipal office. Your responsibilities will include:

- Managing and organizing office files and records
- Answering and directing phone calls and emails
- Scheduling appointments and coordinating meetings
- Assisting with the preparation of reports, presentations, and correspondence
- Providing excellent customer service to residents and visitors
- Supporting various departments with administrative tasks as needed

Qualifications:

- High school diploma or equivalent; additional qualifications in office administration are an asset
- Proven experience as an administrative assistant or in a similar role
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong organizational and time-management skills
- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- Attention to detail and problem-solving skills

Benefits:

- Competitive salary and opportunity to join OMERS pension plan
- Opportunities for professional development and growth
- A supportive and collaborative work environment

How to Apply: Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to cbeaugrand@brookealvinston.com by 12 noon on March 12, 2025. Please include "Office Assistant Application" in the subject line.

The Municipality of Brooke-Alvinston is an equal opportunity employer. All applications will be held in strict confidence. We thank all applicants, however, only those 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 will be used for employment assessment purposes only.