



JOB POSTING

ADMINISTRATIVE ASSISTANT – BUILDING & PLANNING (1 Year Contract)

Tay Valley Township is seeking a full-time Administrative Assistant – Building & Planning. Reporting to the Planner, the Building & Planning Administrative Assistant will be responsible for undertaking file preparation, tracking and initial review at the application intake stage for planning applications, and will facilitate direct communication between applicants and the Planner during the application review and approval stages, among other clerical related duties. A detailed job description is available upon request.

As the preferred candidate you will have attained post-secondary school courses in office administration and/or the building and planning field. Successful completion of The Primer on Planning Course will be considered an asset. Excellent communication skills, strong time management and organizational skills are essential, as well as excellent computer skills, including proficiency in Outlook, Word, Excel, PowerPoint, Adobe and GIS. Experience in a municipal or planning environment will be considered an asset.

The wage range is \$30.25 to \$33.61 (2025 rates) per hour. A comprehensive benefit package is available to all employees.

Qualified candidates are invited to submit a covering letter and resume clearly marked **“Administrative Assistant – Building & Planning”**, prior to 9:00 a.m. on November 3rd, 2025, to:

Tay Valley Township
Attn: Deputy Clerk
217 Harper Road
Perth, ON K7H 3C6
or e-mail: deputyclerk@tayvalleytwp.ca

Tay Valley Township is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

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

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.