



MUNICIPALITY OF
West Elgin

Administrative Assistant, Infrastructure & Development

The Municipality of West Elgin is currently seeking qualified applicants for the position of Administrative Assistant, Infrastructure & Development. Reporting to the Manager of Infrastructure & Development, this position is responsible for providing administrative and clerical support with researching, storage and upkeep of departmental records, writing letters, filing, meeting booking, coordination of Health and Safety training and documentation, storage and upkeep of departmental records documentation.

A full job description for the position and information about the Municipality of West Elgin is available at [Job Opportunities - Municipality of West Elgin](#).

The ideal candidate will have:

- A minimum of two (2) years of administrative experience involving contact with the public preferably in a public service environment
- Post-Secondary Diploma in Business Administrations, Office Administration or Municipal Administration or equivalent
- AMCTO Municipal Administration Program (or willingness to complete) would be considered an asset
- Knowledge of the Planning Act, Municipal Act, and the Building Code and Zoning Bylaws
- An equivalent combination of education and experience
- Excellent organizational, communication and interpersonal skills

Wage Range: Band 3: \$50,120 - \$60,144

This is a full-time 40-hour per week position and is eligible for OMERS and a comprehensive benefits package. We invite interested applicants to forward a cover letter and resume by noon (12:00 p.m.) Wednesday, August 27, 2025, in confidence, to:

Manager of Infrastructure & Development
22413 Hoskins Line, Rodney, ON N0L 2C0
or by email: jobs@westelgin.net

We thank all applicants, but only those invited for an interview will be contacted. Personal information is collected and will be administered in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O., 1990 and will be used for employment purposes only.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process, please direct questions to the Clerk.