



FORTFRANCES

Employment Opportunity

Position:	Administrative Assistant Part-time Permanent
Department:	Civic Centre/Public Works
Hours of Work:	35 hours bi-weekly
Location:	Public Works Building, Fifth Street, Fort Frances
Wage Rate:	\$27.87 /hour to \$33.67 /hour (\$25,361.70 to \$30,639.70 /annually)
Commencing:	As soon as possible
Posting Date:	February 23, 2026
Deadline:	Open Until Filled

Please submit your application through our website at:

<https://www.fortfrances.ca/town/human-resources/employment-opportunities>

Applications must include a completed application form, a cover letter, and a resume. Ensure that all uploaded files are clearly labeled with your name.

To learn more about this opportunity, please contact Travis Rob, Manager of Operations and Facilities at (807) 274-9893 x 1316.



Position Description

Position Title:	Administrative Assistant Part-time Permanent (35 hours bi-weekly)
General Supervisor:	Operations & Facilities Division Manager
Employee Group:	Management/Non-Union
Prepared By:	Human Resources
Date:	February 20, 2026

Position Summary

- Responsible for providing secretarial, clerical, and administrative support to ensure efficient, safe and organized operation of Public Works including coordinating service-related information, responding to inquiries and complaints, and maintaining records and documentation, while upholding confidentiality and professionalism.

Directions Received

- The incumbent reports to the Operations & Facilities Division Manager and is guided by provincial statutes, and internal financial and administrative policies.

Directions of Others

- Not applicable.

Revenue, Asset, and Expenditure Scope

- Not applicable.

General Responsibilities

- Provides administrative support to ensure efficient office operations within the Facilities Division.

- Receive, sort, and distribute incoming mail, emails, and correspondence.
- Carry out quality control of data entry (e.g. invoices, accounts payable, overtime data, and annual vacation records).
- Responds to inquiries, complaints, or requests at the Public Works office, and directs calls and inquiries to other departments as required.
- Confirming the process of bi-weekly payrolls, to ensure the employees' pay is made available to them by the required deadline.
- Conduct verification and accurate data entry of monthly statistical reports for landfill and recycling operations.
- Provide support with accounts payable and receivable, including invoice entry, payment runs, cheques deposits, and reconciliation for all divisions management team members.
- Prepare and maintain accurate minutes for various Management Team meetings, including Drinking Water Quality Management and Airport Safety Management.
- Coordinate, schedule and provide administrative support to the various Joint Health and Safety Committees (JHSC) within the O&F Area, including coordinating meetings, inspections, tracking action items, scheduling tailgate meetings and taking meetings minutes as required.
- Develop, update and maintain training matrices for Operations and Facilities Division staff training.
- Coordinates and supports divisional staff registration processes, travel advances, and travel arrangements.
- Acts as first point of contact in the office for the public, answering inquiries over the telephone or in person, providing information, and referring caller/visitors to appropriate staff members when required.
- Perform secretarial duties for all confidential and sensitive information distributed by divisional management with discretion and professionalism.
- Complete other tasks as assigned.

Qualifications

- Ontario Secondary School Diploma (or equivalent).
- Professional experience in providing administrative, clerical and secretarial support.

Knowledge, Ability & Skill

- Strong knowledge of administrative practices, data entry, recordkeeping, and confidentiality.
- Experience preparing reports, maintaining databases, and managing regulatory or safety-related documentation.

- Demonstrates customer service skills, with the ability to respond professionally to public inquiries and coordinate follow-ups.
- Excellent communication, organization, and time-management skills with high attention to detail.
- Ability to work collaboratively, adapt to changing operational needs, and support multiple tasks in a fast-paced environment.
- Competent in the use of Microsoft Office; email and the internet,

Effort

- Completion of monthly reports and statistical data entry requires continuous concentration for prolonged periods of time.
- Demands related to rush requirements to meet submission deadlines.
- Continuous physical demands are related to combined muscular and sensory strain for prolonged periods when reviewing information and preparing reports while seated
- Public telephone inquiries and visits continually interrupt attention spans for short periods of time.

Working Conditions

- Hours of work are permanent part-time, 35 hours bi-weekly.
- Most of a typical workday is spent indoors in the Public Works office.
- Out-of-town travel is not required.
- Exposure to work-related hazards is rare.