



Employment Opportunity

Administrative Support - ASE

The Township of Essa is a dynamic and fast-growing municipality with a current population of approximately 23,500, located in the County of Simcoe and southwest of the City of Barrie. The Township is seeking an individual to fill a 12-month Contract as an Administrative Support - ASE position to assist the municipality's Automated Speed Enforcement Department.

Reporting to the Manager, ASE, the Administrative Support - ASE provides administrative support to all members of the ASE Department including the Manager, ASE, Screening Officers and Provincial Offences Officers. This position acts as an initial point of contact for customer inquiries by phone and email about their Penalty Orders.

Key Qualifications:

- Post-Secondary education/training or college diploma in Business or Office Administration, minimum Grade 12 education.
- Minimum one (1) year administrative role experience.
- Time management required and excellent interpersonal skills.
- Ability to maintain professionalism and confidentiality of information at all times is critical.

This is a 12-month contract position involving 35 hours per week. This is an entry-level position with the rate of pay being **\$17.20/hr**. A full description of the job can be found on our website at: [Employment and Volunteering - Essa Township](#)

Interested candidates are invited to email a cover letter and resume no later than **3:00 pm** on **August 15, 2025**, to:

Administrative Support-ASE Recruitment

Township of Essa, 5786 County Road #21, Utopia, Ontario L0M 1T0

essahr@essatownship.on.ca

The Township of Essa is an equal opportunity employer. Accommodation will be made, upon request and where appropriate. We are dedicated to creating a workplace culture of inclusiveness and welcome applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

We thank all applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.