



Employment Opportunity

Administrative Assistant - Public Works

The Township of Essa is a dynamic and growing municipality with a current population of approximately 24,000, located in the County of Simcoe and southwest of the City of Barrie. The Township of Essa is currently seeking a confident, friendly, detail-oriented, and organized candidate to join our team.

Reporting to the Manager of Public Works, the **Administrative Assistant - Public Works** will be an integral member of the Township's Public Works Department. Some of the required key duties are (but not limited to) front line communication and interaction with the public, administrative support to the Utilities Coordinator and Roads Supervisor, and liaison/coordinator for the Traffic Advisory Committee.

Qualifications: A minimum 2-year College Diploma in Business or Office Administration, demonstrated knowledge of data entry and manipulation in spreadsheets and GIS software programs, minute-taking, and the Microsoft Office environment is necessary. Good verbal and written communication skills are required in order to provide accurate information in a pleasant and effective manner to residents over the telephone and via email. The ideal candidate will have a minimum of one (1) year of experience in a municipal office setting.

This is a full-time, permanent position involving 35 hours per week. **Salary range is \$53,774.87 to \$60,538.00** (2025) with a competitive pension and benefits package.

For complete details of this position, please visit our website www.essatownship.on.ca. Interested candidates are invited to submit their cover letter and resume by email no later than **3:00 pm on September 19, 2025** addressed as follows:

Administrative Assistant - Public Works 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, dedicated to creating a workplace culture of inclusiveness and welcomes 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.