



Excellence • Connectivity • Services • Livability • Growth

Building & Planning Admin. Assistant

The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority and the cornerstone of our organization. We are always seeking individuals who bring diverse experiences and perspectives to the job and have unique skills and talents that will help them excel in our dynamic workplace. Our diverse compliment ensures an environment where individual, team, and organizational successes are embraced and celebrated.

Core Responsibilities

- Provide support services for the Planning & Building Department;
- Act as the Assistant Zoning Administrator and Assistant Secretary Treasurer of the Committee of Adjustment when required;
- Provide excellent customer service to all those who require assistance;
- Process building permits;
- Perform all duties in accordance with the Occupational Health and Safety Act, regulations, and Township policies and procedures;
- Answer all general planning inquiries.
- Prepare and open files for all planning applications;
- Other duties as assigned.

Qualifications / Skills

- Minimum two-year's experience preferable at a municipal level
- Effective verbal, oral and written communication skills
- Proven ability to deal effectively with people in difficult situations
- Proficient in Microsoft Office applications
- Working knowledge of GIS mapping
- Ability to understand and carry out verbal and written instructions;
- Good interpersonal skills and the ability to deal with staff and the public in an effective and courteous manner;

Salary

\$22.98 - \$26.88 per hour

Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies, COVID-19 Protocols and Public Health Guidelines.

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Building & Planning Admin. Assistant" addressed to Brittany Wilson, Manager of HR/H&S and submit to hr@ramara.ca. Please note, this posting will remain active until the position is filled.

Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.

The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Human Resources Coordinator if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

Thank you to all applicants, but only those selected for an interview will be contacted.