



Administrative Assistant – Replacement

Urban Planning and Environment Department

Status: Replacement for a maternity leave

Unionized position of 23.25 hours per week, Monday to Thursday from 8:00 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to 12:00 p.m.

Salary: \$37.02/hour

Compensation is established in accordance with the collective agreement in effect and includes a competitive benefits package.

Position Summary

Under the supervision of the Director of the Urban Planning and Environment Department, the incumbent serves as the Department's first point of contact for residents, contractors, and professionals. The incumbent is responsible for welcoming, listening to, and directing clients and plays an important role as the first level of screening for requests submitted to the Department.

In this capacity, the incumbent gathers the necessary information, identifies the nature and level of complexity of requests, provides general information within the scope of their responsibilities, and directs residents to the appropriate inspector, Department Director, or municipal department when required.

The incumbent also provides administrative support to the Department, including receiving and processing permit applications, managing requests and complaints, maintaining files and registers, entering data, and providing administrative follow-up on files.

Through their role in welcoming, informing, and directing clients, the incumbent contributes directly to the quality of service provided to residents and to the efficient operation of the Urban Planning and Environment Department.

Main Responsibilities

- Welcome, inform, and direct residents, contractors, and professionals regarding the Department's activities and procedures;
- Receive requests, inquiries, complaints, comments, and suggestions, process them or forward them to the appropriate individuals or departments;

- Receive permit applications, verify their completeness, and enter them into PG Territoire;
- Enter, update, and follow up on information and files in the Department's various systems;
- Manage, update, and organize registers and files, including digitization and archiving in PG Territoire;
- Prepare and produce various correspondence, reports, documents, and tables;
- Perform various administrative support tasks, including data entry, information compilation, document preparation and assembly, and uploading documents and information online;
- Process invoicing and collect fees related to permits and other services;
- Provide administrative support to inspectors and management in the follow-up of their files;
- Draft and translate minutes and other administrative documents;
- Perform any other related duties associated with the position.

Qualifications and Skills

- Fluency in French and English, both spoken and written – essential and mandatory requirement for the position;
- Diploma of Vocational Studies (D.V.S.) in Secretarial Studies or any combination of education and experience deemed equivalent;
- Relevant experience in a similar position, preferably within a municipality or public-sector organization, considered an asset;
- Proficiency with Microsoft Office applications;
- Knowledge of PG Territoire and PG Finances, considered an asset;
- Excellent customer service, communication, listening, and diplomacy skills;
- Autonomy, attention to detail, and strong organizational skills;
- Ability to manage multiple requests simultaneously and establish priorities;
- Ability to work as part of a team and collaborate effectively with various stakeholders.

How to Apply

The Municipality of Morin-Heights is committed to the principle of equal employment opportunity.

Interested candidates are invited to submit their résumé and cover letter no later than October 2 at 4:00 p.m. by email to jennifer.durand@morinheights.com.

Only candidates selected for an interview will be contacted.