

OFFICE SUPPORT NIGHT STAFF

The Town of East Gwillimbury was recognized as a 2018 Employee Recommended Workplace by The Globe and Mail and Morneau Shepell. Employees enjoy a fully balanced lifestyle and have a high level of Total Health. Our municipal offices are easily accessible off of Highway 404 and a short 15 minute drive from Highway 400. Enjoy competitive wages, progressive extended health plan, employee assistance program, and active social and wellness committees. Convenient parking, outdoor seating areas, and easy access to trails allow you to enjoy the beauty of EG while at work.

The Town is the GTA's top growth municipality, located just north of Toronto in York Region. As one of Ontario's growth centres, East Gwillimbury's population is projected to reach 50,000 by 2025. By joining Team EG you will help shape our growing community.

The Community Parks, Recreation & Culture Department is seeking an enthusiastic, outgoing individual with excellent communication skills, both written and verbal, as well as initiative and professionalism. You like taking on new challenges as they arise, and you are interested in this opportunity to work as Office Support for Recreation.

Your qualifications include:

- Excellent interpersonal and organizational skills
- Working knowledge of Microsoft Office Suite and demonstrated comfort researching on the internet
- Cash handling experience preferred
- Experience dealing with difficult customers, demonstrating a tactful service attitude and working toward satisfactory solutions
- Experience with Recreation Software system considered an asset

Rate of Pay: \$16.11/hr

If you're looking for a career move that will enable you to contribute to a growing and exclusive community, please apply and submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is August 12, 2019

We thank all applicants for their interest, however, only those being considered for an interview will be contacted

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.

"Our town, Our future"