

The *Building Better Communities and Conserving Watersheds Act 2017* (Bill 139) received Royal Assent December 12, 2017.

The legislation enacts the Local Planning Appeal Support Centre Act, 2017, which:

- Creates the Local Planning Appeal Support Centre (LPASC)
- Establishes LPASC as a new independent agency
- Gives LPASC the mandate to establish and administer a cost-effective and efficient system for providing support services to persons determined to be eligible for matters governed by the Planning Act that are under the jurisdiction of the Tribunal

ADMINISTRATIVE ASSISTANT

You have experience providing administrative and operational support services to a team in a fast-paced environment. You have superior organizational and communication skills and the ability to manage multiple deadlines under tight time constraints. If this is you, consider applying to join this newly formed Local Planning Appeal Support Centre (LPASC) as an **Administrative Assistant**.

Working under the direct supervision of the Manager/Registrar, you will be responsible for scheduling appointments, preparing materials for meetings, preparing agendas, minute taking, generating reports, organizing and maintaining electronic and paper filing system and other administrative support tasks as required. You will be facilitating smooth flow of communication between the various areas at the office of Executive Director and Chair/Board. With quality analytical reasoning skills, you will evaluate administrative guidelines in unusual and complex situations and recommend viable and effective administrative solutions. We are looking for a self-starter who requires minimal direction, enjoys pitching in to help others when needed, is reliable and displays pride of workmanship.

QUALIFICATIONS

- Knowledge of administrative systems, procedures, practices and processes to prepare and distribute materials as assigned, coordinate the timely preparation of materials/correspondence for Manager/Registrar and section staff
- Experience in financial operations, such as reviewing and verifying expense claims and providing general financial assistance to the Manager/Registrar
- Proficient in records management practices, procedures and electronic records systems, adhering to confidentiality mandates
- Judgement, diplomacy and problem-solving skills to manage a range of politically-sensitive issues and ability to handle contentious issues and/or stakeholders in diplomatic manner
- Verbal and written communication skills to prepare a range of board materials, issues-related materials, reports, and responses
- Demonstrated advanced technical abilities in Microsoft Office (Outlook, word, Excel, PowerPoint), with the ability to pick up new programs and applications quickly
- Understanding of the culture/diversities of Ontario's communities/citizens
- Cultural competence and understanding to address the needs of a diverse and inclusive client group

To Apply: Please submit your cover letter and resume with salary expectations to lpasc-aa@hrassociates.ca by **March 14th, 2018**. For more information about this role, please contact bridget.humeniuk@hrassociates.ca or 416-237-1500 x. 224. Please note that applications will be assessed on a rolling basis and only qualified applicants will be contacted for an interview.

*The Local Planning Appeal Support Centre is an inclusive employer.
Accommodation is available under the Ontario Human Rights Code.*