



Physical Services and Administration Clerk

The Municipality of Bayham is seeking a candidate for the Physical Services and Administration Clerk position. Reporting to the Clerk, the Physical Services and Administration Clerk is primarily responsible for providing general administrative and legislative support to the Physical Services and Building departments, and providing general reception and front-desk customer service duties for the Corporation. The Physical Services and Administration Clerk will support the fulfilment of statutory functions as prescribed by the Municipal Act and other related legislation.

The ideal candidate will possess:

- Knowledge and skills in office administration normally acquired through a college diploma in business, municipal administration, municipal law, or a related field.
- Minimum of three (3) years' experience in an office environment, providing customer service and administrative support.
- Proficient technical and computer abilities, including Microsoft suite, Laserfiche, and a multi-line corporate phone system.
- Excellent customer service, multitasking, and organizational skills. Strong interpersonal, verbal, and communication skills.
- Knowledge of legislation, including the Building Code Act and Drainage Act.
- Municipal experience is an asset.

The compensation for this position is \$52,689 - \$65,848 (2025 – based on a 35-hour week). A full position description and listing of qualifications and responsibilities for the Physical Services and Administration Clerk position is available on the Municipal website under [Career Opportunities](#).

Candidates are invited to submit a complete resume and cover letter outlining how the applicant satisfies the provisions of the job posting and job description to the undersigned no later than **1:00 PM on Tuesday, April 22, 2025**.

Meagan Elliott, Clerk
Municipality of Bayham
56169 Heritage Line
Straffordville, ON N0J 1Y0
E-mail address: melliott@bayham.on.ca

The Municipality of Bayham is an Equal Opportunity Employer. If you require accommodation at any time throughout the employment activities process, please contact us at: 519-866-5521, accessibility@bayham.on.ca or by visiting www.bayham.on.ca and we will make every effort to provide appropriate assistance pursuant to the Municipality of Bayham Employment Activities Accommodation Policy.

Personal information collected in response to this notice will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Posting Date: March 24, 2025