



The Corporation of the Town of Amherstburg Public Works Department  
Requires A  
**PUBLIC WORKS EXECUTIVE ASSISTANT**

Responsibilities include coordinating office logistics, documenting and standardizing the policies and practices of the Public Works department in accordance with applicable legislation, assist in the preparation and tracking of capital and operational budgets and coordination of departmental activities with internal departments and technical consultants.

A diploma in Civil Engineering Technology or a related discipline would be an asset. The successful candidate will have 5 to 10 years experience in office administration in an engineering/technical environment, a thorough working knowledge of municipal planning including report, tender, drawing preparation as well as design and construction standards. Excellent organization, interpersonal, project management and an in depth knowledge of computer applications is required. **Please quote Job #PWEA0209.**

Applicants are to submit a resume no later than Friday, March 13, 2009. Visit [www.amherstburg.ca](http://www.amherstburg.ca) for a detailed job description.

**Carol Bendo, HR Manager**

**Email: [resumes@amherstburg.ca](mailto:resumes@amherstburg.ca)**

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