



Development Control Clerk - 18-month term

Are you looking for a new opportunity where you can be part of building the future in a growing community? If you are looking for a career in a team-based and flexible environment, then we want to hear from you!

We are recruiting for a Development Control Clerk for an 18-month term position.

The Development Control Clerk provides administrative support around subdivision plans, compliance, and other departmental activities, responds to public inquiries related to building permits and inspections, schedules building inspections, and provides office administrative support including financial administration and record-keeping.

What you can offer:

- You have completed a two-year post-secondary program in an administrative support-related discipline and have previous related experience, or you have a combination of related education and experience.
- You are very comfortable with using MS Office at an advanced level; Familiarity with SAP or related financial management systems would be an asset.
- You thrive in a customer-service oriented environment, and are comfortable with managing competing and multiple priorities throughout the day, including responding to inquiries in person, by phone, and email.
- You have experience and a solid understanding of working with and managing confidential information.
- You are comfortable working in a reception area where you may be the first contact for planning and development related inquiries.
- You have a solid understanding of Diversity, Equity, Inclusion, and Belonging in a customer service-focused environment.

What we can offer:

- Work-life balance focused environment.
- A culture of teamwork, trust, and service excellence.
- Working with a team that is passionate about serving a community.
- A commitment to personal and team professional development.
- The excitement of being part of building the future in a fast-growing Municipality.
- Employee Assistance Program.

Annual Salary: \$47,382- \$59,227

Term Position: 18 months

Deadline to apply: March 28, 2025 (position will remain posted until filled)

If you require an accommodation to assist in the application process, please contact Human Resources at jobs@easthants.ca or (902) 883-6203.