



Are you looking for your next Career Challenge?

Planning and Development Clerk

If you are detail oriented, carry yourself with a high degree of professionalism and enjoy working in a fast-paced team-oriented work environment then we are interested in hearing from you!

Duties:

- Provide clerical support to Development Department including processing correspondence, invoicing, document management, file maintenance and mailing
- Maintain and update safety code permit records
- Assist in maintaining monthly reports
- Provide support for various planning and development applications
- Record and document meeting minutes
- Assist members of the public with in-person, telephone or email inquiries
- Maintain business license applications and renewals
- Maintain cemetery records and act as a point of contact for the public
- Assist with economic development matters as needed

Preference will be given to individuals with the following skills:

- Private or public sector experience a clerical role
- Highly skilled in both verbal and written communication in the English language
- Proficiency in Microsoft Office
- Ability to handle multiple priorities simultaneously
- Ability to take initiative, work without direct supervision and manage diverse material
- Ability to interpret the municipalities policies, procedures and practices
- Possess political acumen to use discretion and tact when dealing with the public
- Exhibit a high degree of attention to detail

We Offer:

- Exciting Opportunity to work in a team-based, supportive environment.
- Full time position (40 hours per week).
- Fulfilling and Challenging position.
- Ongoing opportunities for personal and professional development.
- Positive working environment.
- Competitive compensation and benefits.

Only **e-mail** resumes will be accepted. All resumes must include three professional references. Please forward your resume in care of:

Cindy Chisholm – Director of Planning and Development
HR@mdwillowcreek.com

This competition will close when our ideal candidate has been found. We thank all applicants for their interest, however; only those selected for an interview will be contacted.

www.mdwillowcreek.com - Check out our community and our lifestyle.

