

**GEORGINA**

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Administrative Coordinator – Development Services (Job ID #2026.21)

Department:	Development Services
Status:	Permanent Full-Time
Location:	Hybrid
Hours of Work:	35 hours per week
Number of Positions:	1
Salary:	\$73,008 to \$85,410 per annum
Vacancy Reason:	New
Date Posted:	February 4, 2026
Date Closing:	February 23, 2026

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose

To provide administrative support to the Director of Development Services and department management team including handling confidential matters and sensitive political and human resource issues; scheduling grievance meetings and maintaining grievance files for the department; responding to inquiries; researching and preparing documentation, correspondence, reports and presentation materials; coordinating and scheduling meetings; taking notes and minutes at management meetings; implementing and maintaining office records management systems; and managing administration, special events and programs for the department. Acts as an administrative liaison with internal and external stakeholders in a manner that reflects a commitment to organizational excellence and exceptional customer service. ***For full details, please visit our website at www.georgina.ca***

Minimum Qualifications and requirements

- Successful completion of a 2-year diploma in business administration or related field from an accredited college.
- Five (5) years of previous relevant administrative experience at a senior level.
- Experience in a public sector, unionized environment preferred.
- Maturity in judgement and ability to handle confidential matters.
- Willing to take additional courses as may be required.
- Knowledge of current municipal and land development policies, practices and applicable legislation.
- Knowledge of local government functions/services, and legislative framework for Ontario.
- Knowledge of and understanding of human resources policies, procedures and code of conduct.
- Excellent research, organizational, problem solving and public relations communications skills.
- Ability to prioritize work and work under pressure to meet multiple deadlines, accompanied by ability to exercise discretion and good judgement particularly when handling confidential/sensitive information.

- Proficiency required in Microsoft Office software applications and Adobe Acrobat.
- Ability to communicate effectively with all levels of staff, elected officials, lawyers, developers, provincial and federal agency representatives and the general public.
- Ability to attend evening meetings as required.

How to apply

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the www.georgina.ca/careers no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

Committed to diversity and a barrier-free environment

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Department.