



Employment Opportunity:
Building and Planning Administrative Assistant

Township of Havelock-Belmont-Methuen

Salary Range: \$62,275 - \$72,196

Closing Date: Thursday, November 20th, 2025 at 4:30pm

The Township of Havelock-Belmont-Methuen (H-B-M) is currently seeking a full-time, permanent **Building and Planning Administrative Assistant**. Reporting to the Chief Building Official, the Administrative Assistant to the Building, Planning and By-Law Departments is responsible for assisting with building and planning department activities, ensuring compliance with provisions of the Ontario Building Code, the *Building Code Act*, and all other relevant legislation and regulations. The Administrative Assistant is the first point of contact for the building department. The ideal candidate will have experience working in a municipal setting within the building department.

The Township offers a comprehensive benefits package, enrollment in the Ontario Municipal Employees Retirement System (OMERS) and competitive salary that corresponds with education, experience and working abilities. A detailed job description can be found on the Township website at www.hbmtwp.ca.

Interested candidates are invited to submit a CONFIDENTIAL detailed cover letter and resume, clearly marked with the position title 'Application – Building and Planning Administrative Assistant' by e-mail or regular mail no later than 4:30 p.m. Thursday, November 20, 2025 to:

Kayla Spooner
Deputy Treasurer
Township of Havelock-Belmont-Methuen
P.O. Box 10, Havelock, ON K0L 1Z0
kspooner@hbmtwp.ca

Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.