



# INTERNAL/EXTERNAL POSTING

## Employment Opportunity

### **Planning Assistant** **12-Month Contract**

Join our Southgate Team! The Township of Southgate is the most southern area of the lovely Grey County and is situated north of the GTA along Highway 10. We are now accepting INTERNAL/EXTERNAL applications for the position of **Planning Assistant** in our Hopeville Administration office on a 12-month contract.

Reporting to the Director of Development Services, the Planning Assistant assists with the day-to-day operations of the Planning department; responsible for providing administrative, clerical support, customer service, as well as preparing planning notices, researching and compiling background information, arranging meetings and appointments, maintaining office administration and records management processes and procedures, responding to and/or redirecting inquiries/communications and completing special projects.

For a complete job description, including qualifications and further information please visit the employments opportunities section of our website (**[www.southgate.ca](http://www.southgate.ca)**).

**Closing Date: Thursday, April 3, 2025 at 2:00pm local time**  
**Salary range: \$30.28/hour to \$33.64/hour (35 hours/week)**

**Submit resume to:** Township of Southgate  
Attn: Kayla Best  
Re: Planning Assistant  
185667 Grey Road #9, RR#1  
Dundalk, ON N0C 1B0  
Fax: (519) 923-9262  
E-mail: [employment@southgate.ca](mailto:employment@southgate.ca)

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

*We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only.*