



# JOIN OUR TEAM!

The Town of Gore Bay is looking for an **Administrative Coordinator** to join our team.

Full-Time Position | \$26.00/hour - \$28.00/hour

Posting Closes: By 4:00pm on February 28, 2025

## Why the Town of Gore Bay?

Nestled on the picturesque shores of Manitoulin Island, the Town of Gore Bay boasts breathtaking waterfront views that captivate both residents and visitors alike. With its charming marina, two splendid tree-covered bluffs, and charming downtown area, this Town is a true gem of Manitoulin Island!

But the Town of Gore Bay is more than just a beautiful and serene locale; it is a full-service community with all of the amenities needed for everyday life. Want to check out the local art scene? The Harbour Centre is home to some amazing local artists. Need to renew your drivers license? The Service Ontario centre is just a short walk away. Want to go for a hike? The two hiking trails offer breathtaking views. Want to have a gym session? The local gym is open 24 hours. Feel like shopping? The local businesses are open and waiting!

But more than that, the Town of Gore Bay is where friendly faces and welcoming smiles are part of everyday life – join us in discovering the enchanting charm of Gore Bay, where every day feels like a vacation by the water!





# Town of Gore Bay Administrative Coordinator

## Key Skills and Attributes

- Meticulous attention to detail
- Excellent communication and customer service skills
- Strong organizational and multitasking abilities
- Proficiency with computers, including tools like Zoom and Microsoft Office
- Quick learner with a positive and proactive attitude



## Key Responsibilities

- Act as a primary point of contact for inquiries related to Provincial Offences
- Assist with data entry, processing of paperwork, and maintaining accurate records
- Handle payments, respond to public inquiries, and provide customer support
- Coordinate with ministries, enforcement agencies, and municipal departments
- Support Town Office functions, including general office duties and front counter/customer service tasks
- Participate in court proceedings and assist with procedural requirements

## Why Join Us?

- Work in a collaborative and supportive environment
- Gain experience in a diverse role supporting key municipal services
- Contribute to the community while developing your skills

We want **you** to  
join our team!

Please send your cover letter and resume  
to [poamanager@gorebay.ca](mailto:poamanager@gorebay.ca)  
by 4:00pm on February 28, 2025.

The Town of Gore Bay is committed to providing a diverse, inclusive, and friendly work environment to all. We welcome candidates of all backgrounds to apply for this opportunity.