



THE CORPORATION OF THE TOWNSHIP OF NORWICH

Employment Opportunity

Operations Coordinator Full-Time Position

The Township is currently seeking a self-motivated, highly organized individual for the full-time position of Operations Coordinator. Reporting to the Director of Operations, the Operations Coordinator provides administrative support to the Operations department, including roads, stormwater, parks, and facilities. The position is the first point of contact for resident inquiries, provides administrative support, assists with procurement for operating and capital projects, and organizes locate and permit requests.

The position is based on a 35-hour work week. The salary range for this position is \$59,711 to \$69,853. Comprehensive benefits and pension packages are also included.

The Township of Norwich is located within the County of Oxford in the heart of Southwestern Ontario, with beautiful countryside, villages, and productive farmland.

SKILLS AND QUALIFICATIONS:

- Post-secondary degree or diploma, preferably in business, office administration or a related discipline, or an equivalent combination of education and relevant work experience.
- A minimum of two years' experience working in an office environment, preferably in a municipal setting.
- Experience in public works, construction, or facility management considered an asset. Should be familiar with general engineering terminology as it relates to public works.
- Excellent interpersonal, organizational and communication skills.
- Thorough working knowledge of applicable legislation, including the Municipal Act and the Highway Traffic Act, and associated regulations is an asset.
- Ability to exercise sound independent judgment within general policy guidelines.
- Ability to prepare clear, concise and competent reports, correspondence, and other written materials.
- Advanced proficiency in MS Office, internet and web-based applications is required.

All qualified applicants are encouraged to apply by submitting a resume to hr@norwich.ca **4:00PM, Friday, September 12, 2025.**

A detailed job description is available on the Township website: www.norwich.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The Township of Norwich is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities (AODA) upon advance notice of specific accommodation required.