

EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT
Part-time Contract Position

As part of the Township's management team, the prospective employee will assist the CAO-Clerk-Treasurer and the Administrative Assistant/Office Manager in the administration of the municipality. More specifically, they will assist in the maintenance of records, reports and correspondence, filing, greet the public and respond to inquiries. Responsibilities and traits associated with this position include:

- Interaction and communication with local residents and groups.
- Becoming familiar with the functions of a municipal office.
- Accounting and Secretarial Skills (Diploma is desirable).
- Interpersonal skills.
- Organizational skills.
- Experience working in a computerized environment.

Candidates must have reliable transportation and a valid driver's license. Excellent written/verbal communications skills are necessary. Previous experience with municipal government would be considered an asset, as would bilingualism.

Wages will be commensurate with qualifications and experience.

Individuals having the necessary qualifications and/or related experience are invited to submit a resume in confidence before 4:00 p.m. on Monday, February 15th, 2018 to the attention of:

Anne Kmyta
CAO-Clerk-Treasurer
Township of Matachewan
P.O. Box 177
Matachewan, Ontario P0K 1M0
Fax: 705-565-2564
E-mail: [**township@ntl.sympatico.ca**](mailto:township@ntl.sympatico.ca)
[**www.matachewan.com**](http://www.matachewan.com)

Although we appreciate all applications received, only those invited for an interview will be acknowledged. The Township of Matachewan is an equal opportunity employer. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.