



Township of Matachewan

Clerk Assistant

The Township of Matachewan is located on the Montreal River in the northwestern part of the District of Timiskaming, Northern Ontario. The Municipality is seeking a motivated individual with exceptional communication and interpersonal skills to join the Administrative Department in a fast-paced environment, committed to providing our community with exceptional service. Reporting to C.A.O./Clerk-Treasurer.

The ideal candidate will possess the following qualifications: • 2-year Community College Diploma in Administration. • Minimum 3 years of experience working in an administrative role (preferably Municipal Government. May consider a different combination of education and experience where appropriate. • Strong communication, attention to detail, analytical, and customer service skills are just some of the requirements of the position.

The Township of Matachewan offers an excellent benefits package and is a participating member of OMERS Pension. Full-time: 37.5 hours per week (1/2 hour unpaid lunch) Salary Range: Competitive based on education and experience. Posted Date: 10-18-2022 **Deadline for applications: 10-31-2022**

The complete job description can be found at <https://www.matachewan.com>

Interested applicants should submit a cover letter and resume to the undersigned.

Township of Matachewan
Box 277 283 Moyneur Avenue
Matachewan, ON P0K 1M0
Attn: Janet Gore, CAO/Clerk-Treasurer,
clerktreasurer@matachewan.ca

Information collected will be used solely for the purpose of candidate selection, in accordance with MFIPPA. We are an equal opportunity employer.

We thank all who apply and advise that only those selected for further consideration will be contacted.