



is recruiting for an
ADMINISTRATIVE ASSISTANT
to join our team.

We offer a positive work environment, mostly weekday work hours, job related training, and opportunities for municipal advancement.

The position is full time at 35 hours per week plus call in as needed to provide counter and telephone reception, deal with public inquiries, filing and maintenance of records, listing Council agenda information, preparing bank deposits, and other administration duties as assigned.

Requirements for the position are:

- Excellent communication skills and excellent computer skills.
- Ability to work in a team environment and independently.
- Willingness to learn municipal procedures and policies.
- Willingness to learn municipal software and take program courses.
- Previous office or municipal experience would be an asset.
- Experience in receipting and bank deposits would be an asset.
- Must have a Grade 12 Diploma, Post Secondary Education or related experience.
- Must have a valid Class G Driver's License in good standing.
- Must have reliable transportation/vehicle.
- Police Record Check will be required.
- Must be bondable.

Starting Rate of Pay \$20.07/hour plus pension plan, and benefits after probation completed

Interested and qualified candidates are asked to submit a detailed resume and signed cover letter **as soon as possible**, but no later than:
3:00 pm on Wed, Aug 31, 2022 to:

Brenda Paul, AMCT
Clerk-Administrator
Township of Machar
73 Municipal Rd N, Box 70
South River, ON POA 1X0
Fax 705-386-0765
Email adminmachar@vianet.ca

*Only those selected for an interview will be contacted.
The information provided will only be used for the purposes
of this position and will be managed in confidence with the MFIPPA.*