

EMPLOYMENT OPPORTUNITY



Municipal Office Assistant

The United Townships of Head, Clara and Maria is located on the westernmost border of Renfrew County, in the Ottawa Valley.

The Municipality is seeking applications from experienced, qualified persons for the position of Municipal Office Assistant. This vacancy is a temporary, part time position based on a one year contract with possibility of renewal.

Reporting to the Clerk-Treasurer, the Office Assistant will provide administrative assistance to the Clerk-Treasurer and Administrative Assistant as required, including but not limited to, reception services, word processing, photocopying, filing, research, collecting property tax and accounts receivable payments, maintaining statistics and other duties as assigned. The Office Assistant will also cover for administrative staff absences to ensure that the office is open on all designated days.

The ideal candidate will possess the following qualifications and experience:

- General office administration skills
- Basic bookkeeping/accounting skills
- Computer literacy with knowledge of Windows, Microsoft Office and internet research skills
- Excellent oral and written communication skills in order to provide accurate information to the public
- Excellent prioritization and multi-tasking skills
- Precision and accuracy in performance of duties

For a complete job description, visit our website: www.townshipsofheadclaramaria.ca. Salary for the position ranges from \$21,283.08 – 23,641.80 based on a 21 hour work week (dependent on education and experience).

Interested candidates are invited to submit a cover letter and resume clearly marked “Municipal Office Assistant Vacancy” prior to 12:00 pm, Friday December 20, 2019 to the attention of:

Crystal Fischer
Clerk-Treasurer
The United Townships of Head, Clara and Maria
15 Township Hall Road
Stonecliffe ON K0J 2K0

Or email: crystal@headclaramaria.ca with subject line clearly stating "Municipal Office Assistant Vacancy".

The United Townships of Head, Clara and Maria is committed to providing accommodations for persons with disabilities. Please let us know if you require accommodation.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information and any supporting material is obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection.