



## **Job Posting – Temporary Contract**

**Date of Posting:** May 3, 2021

**Position:** Administrative Assistant

**Department:** Administration

**Job Function:** To provide administrative support to the Chief Administrative Officer, Clerk and Council. Tasks include assisting with the composition, preparation and research of issues/reports/correspondence/presentations which may contain matters of a confidential nature.

Duties include, but are not limited to:

- Maintaining departmental files;
- Prepare correspondence as required;
- Responds to enquiries from the public. Advises citizens of department policy or procedure;
- Compiles information from various sources for reports and working papers for department;
- Assists with duties required from the Lottery Licensing Officer;
- Prepares agendas and minutes for Council meetings in the absence of the Clerk;
- Administrative support to the Joint Health and Safety Committee.

**Required Skills:**

- Graduation from a related college program and/or 3 to 5 years of related experience. Other combinations of formal schooling and experience may be considered equivalent.
- Strong computer skills: Excel, Word, Outlook.
- Knowledge of municipal operations would be an asset.

**Hours per Week** 25 hours, flexible schedule/days

**Deadline for Applications:** Friday, May 14, 2021 at 1:00 pm.

**Submit detailed resume marked “Confidential” to:**

The Corporation of the Township of Manitouwadge  
Attn: Florence MacLean  
Chief Administrative Officer  
1 Mississauga Drive, PO Box 910  
Manitouwadge, ON P0T 2C0  
Email: [cao@manitouwadge.ca](mailto:cao@manitouwadge.ca)

*We thank all applicants who apply for this position, but only candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, .S.O. 2001, c. 25 and will only be used for candidate selection.*