



Requires

PART-TIME ADMINISTRATIVE ASSISTANT

The successful candidate will assist the Office by providing part time administrative support for the operation of the Township Office. The temporary position may have up to full-time hours to provide replacement for an employee who is on a leave of absence and coverage of staff holidays. The position to start ASAP.

Qualifications (preferred):

- Secondary School or Post Secondary Diploma
- Proficiency in computer skills, (Microsoft Word and Excel)
- Possess a valid Ontario Driver's License
- Excellent written and verbal communications skills
- Exceptional interpersonal skills
- Excellent administrative organizational and record keeping skills
- Have a minimum of 3 to 5 years relevant experience. Municipal experience would be an asset.

Resume:

- Qualified applicants are invited to submit a resume, in confidence, outlining education, qualifications and work experience/history no later than 4:00 p.m. on January 4, 2019 marked Part-Time Administrative Assistant.
- Please include reference letters.
- Only those selected for an interview will be contacted.

Township of Johnson
1 Johnson Drive
Desbarats, ON
P0R 1E0
Fax. 705-782-6780
Ph. 705-782-6601

Personal information will be collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.