



Township of Johnson Administrative Assistant

The Township of Johnson has a population of approximately 900 residents and is located 50 km east of Sault Ste. Marie. The Township sits on the picturesque north shore of Lake Huron and is a mixture of rural, residential and agricultural lands and contains an abundance of water front recreational properties for seasonal and full-time residences. The Township of Johnson also encompasses the hamlet of Desbarats Ontario. The area has everything for the outdoor enthusiast: camping, boating, fishing, hunting, cross country skiing, snowmobiling and hiking. City amenities and airport services are available in Sault Ste. Marie. The hamlet of Desbarats services the local high school and hockey arena each of which provide regional services to the neighboring municipalities. The Township of Johnson also manages the local water and sewer system for the hamlet of Desbarats.

Due to a retirement, the Township of Johnson is looking to recruit a qualified individual for the position of Administrative Assistant. Reporting to the Municipal Clerk, the incumbent will work closely with all municipal office staff in executing a variety of tasks from administrative office functions to finance.

A knowledge of municipal governance, applicable provincial and federal legislation and finance, are all necessary for the successful candidate. A knowledge of Microsoft Word, Excel, PowerPoint and the USTI Municipal Finance System is preferred. The incumbent must be energetic, have excellent communication skills and have high ethical standards.

For further information regarding qualifications or job duties, contact the Clerk, Chris Wray at cwray@johnsontownship.ca.

The Township of Johnson offers a competitive remuneration package including an attractive benefits plan.

Interested individuals having these qualifications are encouraged to submit a cover letter and resume marked **ADMINISTRATIVE ASSISTANT** by **4:30 PM, Monday, September 23, 2019** to the attention of:

cwray@johnsontownship.ca

Chris Wray, Clerk, Township of Johnson
Confidential – Administrative Assistant
1 Johnson Drive / PO Box 160
Desbarats, Ontario P0R 1E0

Submission by email is acceptable