

Township of Wollaston Job Opportunity

- Job Title:** Administrative/Office Assistant
- Hours:** Full-time
- Requirements:** Experience preferred; Proficient with computers including Microsoft Office and an ability to create/update content on website and social media platforms; Ability to communicate with the public in a professional manner both verbally and in writing; Ability to use office equipment –fax and copier; Strong organization skills; Ability to multi-task and work well with others; Willingness to obtain Municipal Administration courses; Driver’s Licence; Submission of a clear criminal record check upon hire
- Details:** Providing a variety of reception and administrative support services (answering phone, drafting letters and correspondence); Attending meetings and taking minutes; Handling cash and receiving payments
- How to Apply:** Apply by email, mail, fax, or in person
- Please submit your application in a sealed envelope clearly marked “Application: Administrative/Office Assistant”
- Applications will be accepted until 12:00pm on March 16th, 2020.
- Contact Name:** Tracy Vader, Treasurer
- In Person:** 90 Wollaston Lake Road, PO BOX 99, Coe Hill ON K0L 1P0
- Fax:** 613-337-5789
- Electronically:** tvader@wollaston.ca

We thank all that apply, but only those applicants selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected and will only be used for the purpose of candidate selection.