



JOB POSTING

ADMINISTRATIVE ASSISTANT – CORPORATE CONTRACT POSITION

Tay Valley Township is seeking a temporary full-time Administrative Assistant – Corporate. Reporting to the Acting CAO/Clerk, the Administrative Assistant – Corporate will be responsible for receiving incoming visitors and telephone calls, providing clerical support to the Acting CAO/Clerk and Deputy Clerk, the Recreation Working Group and the History Scholarship Selection Committee, researching and drafting reports, by-laws and presentations, maintaining the Township website, assisting with promotional and advertising material, coordinating livestock claims and false alarms and coordinating registration, equipment and supplies for the Township's recreation programs, among other clerical related duties. A detailed job description is available on the Township website under Career Opportunities.

As the preferred candidate you will have attained post-secondary education in office administration and/or a related field. Successful completion of the Municipal Administration Program and municipal training will be considered an asset. Excellent communication skills, strong time management and organizational skills are essential, as well as excellent computer skills, including proficiency in Outlook, Word, Excel and PowerPoint. Municipal training and/or experience in a municipal environment will be considered an asset.

The wage range is \$23.95 to \$26.61 (2020 rates) per hour, based on a 35-hour work week. A comprehensive benefit package is available to all employees.

Qualified candidates are invited to submit a covering letter and resume clearly marked **“Administrative Assistant – Corporate”**, prior to 3:00 p.m. on November 5th, 2020, to:

Tay Valley Township
Attn: Acting CAO/Clerk
217 Harper Road
Perth, ON K7H 3C6
or e-mail: clerk@tayvalleytwp.ca

Tay Valley Township is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.