

TOWNSHIP OF WHITE RIVER

We are currently seeking qualified candidates for the following position:

1 Full-Time Administrative Assistant

The Township of White River is seeking a full-time (35 hours) Administrative Assistant to perform administrative duties for various departments of the Municipality.

Responsibilities include:

- Providing Administrative support and clerical support to a variety of Municipal Departments.
- Updating and Maintaining of Databases, records and files.
- Providing receptionist services as required including answering telephone and email requests, directing calls and responding to inquiries, as well as taking payments for municipal services.
- Providing Service Ontario services to the general public.
- Provide office administration support for CAO, Clerk, Treasurer, Deputy Clerk, Deputy Treasurer
- Research and Administer Funding Applications
- Administrative Support to ensure effective and efficient office operation
- Maintaining Township Website and Social Media
- Other tasks as assigned.

Requirements:

- Excellent written and verbal skills.
- Excellent time management skills, highly organized and self-motivated.
- Must have a strong knowledge of all Microsoft Office Products or similar program to create Festival advertising, posters, pamphlets, etc.
- Ability to learn and use other programs as needed.

Interested applicants are required to submit a cover letter, and resume by 3 pm October 25, 2024 to:

Township of White River
102 Durham Street, P.O. Box 307
White River, ON P0M 3G0

Email: deputytreasurer@whiteriver.ca or via fax to (807) 822-2719

For more information call (807) 822-2450 x. 205

We thank all applicants for their interest but only those selected for an interview will be contacted. All applications received will be held strictly confidential.

The Township of White River is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Township of White River is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.