



## **FULL TIME ADMINISTRATIVE ASSISTANT / RECEPTIONIST – CLERK’S DEPARTMENT**

Under the supervision of the Clerk, you will provide a range of clerical and administrative services to the Clerk’s Department. Your responsibilities will include intake, resolution and redirection of public inquiries over the telephone; sort and distribute incoming mail; manage the central filing system; order and maintain a continual stock of office supplies; maintain a database of all licensing functions for the Municipal Law Enforcement Officer; assist in maintaining the Township’s social media including daily updates to the Township’s website; perform the duties of Deputy Division Registrar; and assist with Lottery Licensing; and, other such duties as assigned.

Preference will be given to candidates with a diploma in office administration, business administration, or public administration, along with three years of administrative experience in a municipal environment or equivalent. Excellent written and verbal communication skills are a must. Knowledge of records management and document management systems (TOMRMS) would be an considered an asset.

The annual salary range (2019 rate) for this position is \$38,479.79 to \$45,016.68.

A detailed job description is available at [www.essatownship.on.ca](http://www.essatownship.on.ca) . To apply, please forward your resume by **NOON on March 22, 2019** to [humanresources@essatownship.on.ca](mailto:humanresources@essatownship.on.ca) or provide in an envelope clearly marked “*CLERK – PRIVATE AND CONFIDENTIAL*” to Lisa Lehr, Clerk.

*The Township of Essa is an equal opportunity employer. Accommodations for persons with disabilities will be provided, upon request, to support candidate participation in all aspects of the recruitment process. We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.*