

THE TOWNSHIP OF FARADAY

JOB OPPORTUNITY

OFFICE ASSISTANT

The Township of Faraday, a rural municipality with a population of 1468, located in the northern part of Hastings County is looking for a bright energetic individual interested in a challenging and rewarding career.

Reporting to the Clerk-Treasurer, the successful candidate will be responsible for providing a variety of secretarial and support services. A Job Description for this position is available upon request.

The successful candidate must possess the following qualifications:

- Grade 12 Education, or equivalent
- Ability to deal with the public, staff and Council in a courteous, professional manner, both verbally and in writing
- Excellent computer skills, including MS Office Word, Excel, Email and Internet
- Excellent administrative, communications, problem solving, research, report writing and records management skills
- Ability to work with minimal supervision
- Possess a working knowledge of general accounting principals
- Ability to multi task and work with tight deadlines
- Previous municipal office experience would be a definite asset

The Township offers a pleasant working environment and an opportunity for advancement.

The Township of Faraday is a unionized work environment. The hours of work, rate of pay and benefits are in accordance with the current Collective Bargaining Agreement.

To be considered for this challenging opportunity, please hand deliver to the municipal office, mail, or fax your confidential resume, clearly marked "Job Application / Office Assistant", no later than 1:00 p.m. January 26, 2018 to:

Dawn Switzer
Clerk-Treasurer
Township of Faraday
29860 A-B Hwy 28
Bancroft, ON K0L 1C0
Fax: (613) 332-3006

We thank all those persons who 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.