



HELP WANTED

TEMPORARY PART-TIME ADMINISTRATIVE CLERICAL ASSISTANT

The Township of Nairn and Hyman is accepting applications for a temporary part-time administrative clerical assistant in the municipal office. This is a temporary position while a staff member is on leave.

Responsible for:

Performing general clerical duties including, but not limited to, preparing correspondences, reports, statements and other material. Answering phone calls, emails, providing front counter assistance and processing of water and tax bills. Scheduling meetings and operating office equipment.

Qualifications and experience

- Demonstrated organizational and problem solving skills.
- Strong time management skills.
- Effective communication and interpersonal skills.
- Superior customer service skills.
- Competency in computer literacy utilizing most current MS Office software applications including proficiency in Word and Excel.

Please note that only candidates selected for interviews will be contacted.

Deadline date of applications: Tuesday, September 19, 2017 at 12 noon.

Interested applicants can submit their resume, with a covering letter to:

Robert Deschene, CAO
Township of Nairn and Hyman
64 McIntyre Street
Nairn Centre, Ontario
P0M 2L0
Telephone: 705-869-4232
Email: nairncentre@personainternet.com