



The Township of Killaloe, Hagarty and Richards is seeking a strongly motivated, well-organized individual to assist with various administrative and clerical functions for a full-time position in the Administration Department. Requirements of the position include a positive attitude, ability to quickly adapt to change and an ability to work independently, as well as in a team environment.

Responsibilities include but are not limited to:

- Reception duties, answering phone inquiries, directing calls.
- Front Desk duties, answering walk in inquiries, directing to appropriate departments.
- Maintaining accounts receivable and payable.
- Daily cash receipting, preparing bank deposits, petty cash reconciliation.
- Sorting outgoing mail, distributing incoming mail.
- Maintaining inventory of office supplies and ordering replacements as necessary.
- Attending committee meetings, recording minutes and following up on tasks assigned by the committees.

Qualifications:

- As a minimum, an Ontario Secondary School Diploma.
- Working knowledge of office practices, equipment, records management, and computer literacy are required.
- Ability to communicate accurately, both orally and in a written form with the public and staff.
- Superior organizational and multi-tasking skills are a necessity.
- Previous experience in municipal government would be an asset.
- Previous experience with Vadim iCity software would be an asset.

A detailed job description is available on the Township of Killaloe, Hagarty and Richards' website at www.killaloe-hagarty-richards.ca or at the Municipal Office at 1 John Street, Killaloe, ON.

Rate of Pay: \$20.00 - \$25.00/hr. plus benefits.

Please Note: The Township of Killaloe, Hagarty and Richards has a mandatory COVID – 19 Vaccination Policy in place.

Applicants are invited to submit a resume clearly marked "Office Assistant Position", outlining appropriate education and experience, together with references, to the undersigned no later than **4:30 PM local time on January 14, 2022.**

Sue Sheridan, CMO, AOMC
CAO/Clerk-Treasurer
1 John Street, P.O. Box 39
Killaloe, ON
K0J 2A0

Telephone: (613)757-2300
Email: ssheridan@khrtownship.ca

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.