

JOB POSTING DETAILS

Employer	The Corporation of the Township of Plummer Additional	Job Type	RI
Job Title	Full-Time Administrative Assistant	Duration	NA
ES Job ID	13393	Location	NA
Date Posted	September 23, 2022	Closing Date	October 7, 2022

Job Overview - Description & Duties

Employment Opportunity - Full-Time Position Available
Township of Plummer Additional

Full-Time Administrative Assistant
*\$18.27-\$19.77/hour (2022 CUPE rate)
Hours of Work: Monday-Friday 8:00-4:30

The full job description is available at plummertownship.ca or by calling 705-785-3479.

Required Skills

NA

Other Requirements

NA

How to Apply

Please submit your resume and cover letter by 4:30 pm on Friday, October 7th, 2022 to:

FT Administrative Assistant

Plummer Additional

38 Railway Cres., RR#2, Bruce Mines ON P0R 1C0

E-mail submissions with the subject line "FT Administrative Assistant" are acceptable at info@plummertownship.ca

We thank all applicants for their interest; however only those selected for an interview will be contacted.

Candidates are encouraged to inform of any accommodating requests. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.