



JOB POSTING DETAILS

Employer	Township of Macdonald, Meredith & Aberdeen Additional	Job Type	JMP
Job Title	Administrative/Treasury Assistant	Duration	NA
ES Job ID	13668	Location	NA
Date Posted	December 8, 2022	Closing Date	January 12, 2023

Job Overview - Description & Duties

JOB OPPORTUNITY - ADMINISTRATIVE/TREASURY ASSISTANT

The Administrative/Treasury Assistant is responsible for providing general office and financial assistance to the Treasurer/Deputy Clerk and the Clerk Administrator.

A detailed job description is available at echobay.ca or by calling 705-248-2441. Remuneration: Benefits, OMERS Pension, Salary will commensurate with experience and skills.

Required Skills

Minimum Qualifications

- One year College Diploma-administrative/executive assistant/accounting
- Minimum one-year related experience preferred
- Ability to work independently, collaboratively as a member of a team
- Accounting skills
- Excellent organizational, time management, communications, and interpersonal skills
- Ability to exercise sound reason and judgement
- Knowledge, understanding and ability to interpret relevant legislation and regulations
- Proficiency utilizing various software programs including accounting and word processing programs
- Proficient in utilizing various software programs Microsoft Office Suite (Word, Excel, Outlook, Power Point)

Other Requirements

NA

How to Apply

Qualified candidates can submit resumes and cover letter by e-mail to twpmacd@onlink.net

Fax 705-248-3091, drop off or mail to 208 Church St. P.O. Box 10 Echo Bay, ON P0S 1C0 marked "Administrative/Treasury Assistant" by: Thursday January 12, 2023 @ 4:30 p.m.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act.