

**THE MUNICIPALITY OF POWASSAN IS NOW ACCEPTING APPLICATIONS FOR THE
POSITION OF:**

ADMINISTRATIVE ASSISTANT- CORPORATE SERVICES

This position is full time, at 35 hrs/week. Wage range will be \$23.99 to \$28.14 per hour.
Full job description is available upon request.

Tasks involve, but are not limited to:

- Receives and processes payments for utilities, property taxes, licenses, and other fees.
- Processes all invoices for the Municipality and subsidiary accounts.
- Prepares invoices for all Municipal services performed on account.
- Performs payroll functions.
- Prepares agendas and minutes for various committees, as required.
- Secretarial and administrative functions for various municipal departments, including preparing correspondence.
- Serves public from front counter with courtesy and discretion, as required.
- Responds to public inquiries.

Skills and abilities required, but not limited to:

- Minimum grade 12 education with two years related experience.
- Thorough knowledge of Microsoft Office.
- Excellent written, oral, and public communication skills.
- Ability to deal with difficult situations and people in a tactful and helpful manner.

Applications will be accepted until: June 5, 2026, at 11:59 p.m.

Interested parties may forward a cover letter and resume to:

Allison Quinn, Clerk
PO Box 250, 250 Clark Street
Powassan, ON P0H 1Z0
aquinn@powassan.net