



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

ADMINISTRATIVE ASSISTANT- OPERATIONS

This position is full time, up to 35 hrs/week.

Wage range will be \$23.13 to \$28.91 per hour.

Tasks involve, but are not limited to:

- Maintaining and compiling data for infrastructure assets and ongoing operations.
- Coordinates rentals and bookings for all Municipal facilities.
- Assists with the administration of the municipal website, social media and newsletter.
- Conducts walkthroughs and acts as health and safety representative.
- 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: August 2, 2024, at 11:59 p.m.

Interested parties may forward a cover letter and resume to:

Brayden Robinson, Treasurer/Director of Corporate Services
PO Box 250, 250 Clark Street
Powassan, ON P0H 1Z0
brobinson@powassan.net

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used for the purpose of candidate selection. The Municipality of Powassan is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.