



TOWNSHIP OF BRUDENELL, LYNDOCH & RAGLAN

Job Opportunity

Part-Time - Administrative Assistant

The Successful applicant should possess the following qualifications:

- 2 to 5 years' experience as a receptionist or in a customer facing client service role. Municipal experience an asset.
- Previous experience in researching and submitting of grants with successful outcomes
- General administrative duties as required including but not limited to; answering phones, data entry, mail, filing, photocopying, and cash deposits.
- Communicate with clients, agents and other third parties, schedule appointments and calendarize deadlines.
- Proficiency in MS Office (Word, Excel, Outlook, Teams) and Adobe Acrobat.
- Experience and sound judgement regarding confidential information and sensitive matters in accordance with MFIPPA.
- A positive and professional manner, strong work ethic and ability to work both independently and demonstrated ability to work with others effectively as part of a team with a professional demeanor.
- Strong understanding of a client-focused fast paced work environment including related deadlines. Ability to effectively pivot between tasks, prioritize and manage deliverables to meet conflicting deadlines.
- Strong written and verbal communication skills.
- Strong organizational, administrative and diplomacy skills.
- A meticulous work ethic and an ability to attend to detail.
- Working familiarity with the Accessibility for Ontarians with Disabilities Act and related regulations.
- Perform other tasks and special projects as required.
- Successful applicant will be required to provide a vulnerable sector check.

Salary will be based on qualification and includes OMER's pension and benefits.

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Applicants are invited to submit a resume, clearly marked "Administrative Assistant – Part Time" to the undersigned no later than 2:00 pm on Friday, June 2, 2023. Full job description is available on the municipal website at blrtownship.ca.

Virginia Phanenhour, Clerk-Treasurer
Township of Brudenell, Lyndoch and Raglan
42 Burnt Bridge Road, Box 40
Palmer Rapids ON K0J 2E0
clerk-treasurer@blrtownship.ca

The Township of Brudenell, Lyndoch and Raglan is an equal opportunity employer. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the township will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the township of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.