



Employment Opportunity Administrative Assistant Competition No. 2022-01

The Township of Coleman is seeking a motivated, seasoned and dynamic individual for the position of Administrative Assistant.

The Administrative Assistant is responsible for assisting with the billing, collection and file maintenance for the municipality. The Administrative Assistant provides administrative support to the CAO and office staff and provides reception duties including answering telephone inquiries, greeting guests, processing payments and providing information to the public.

Education and Experience

- Business Administration Diploma in a related field including office administration, accounting, and other municipal oriented education or equivalent experience.
- Minimum of three years of related experience.
- Proficiency with computers and associated programs including but not limited to MS Word, Excel, Outlook, PowerPoint and Publisher.
- Bilingualism in French and English is considered an asset.

Responsibilities

- Assist with administration of the accounting duties related to billing & collection of tax & water accounts
- Assist with accounts payable including invoice related duties
- Assist with preparing Year End Account Receivable & Accrual reports for Financial Audits
- Maintenance of master files including municipal software updates
- Activities related to Municipal Emergency Preparedness Plan
- Review and Issuance of Permit Applications in accordance to the Township by-laws
- Provide support to CAO and office staff
- Interact with public in a courteous and friendly manner

Salary

2021 wage range for this position is \$23.41 to \$25.59 per hour. Excellent benefit package and pension available. The responsibilities noted above are a demonstration of some of the responsibilities of the position. For a complete job description, please visit the Township's Website.

Please address your resume and cover letter to the attention of Patrick Cormier, CAO/Clerk-Treasurer, no later than **4:00 p.m. on March 23, 2022.**

Township of Coleman
937907 Marsh Bay Road
Coleman, ON P0J 1C0
Phone 705-679-8833 Fax 705-679-8300
pcormier@colemantownship.ca

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection. The Township of Coleman is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code for all parts of the recruiting process. Applicants need to make their needs known in advance. We thank all persons for applying; however, only those being considered for an interview will be contacted.