



Township of Adjala-Tosorontio

Administrative Assistant

(Full-time, Contract Position)

The Township currently has an opening for a full-time administrative assistant to work for the public works department. This contract position could lead to a permanent placement. Working as an integral part of the public works team, the administrative assistant will be responsible for all administrative duties related to operations of the public works department including; responding to resident inquiries and concerns, administrative organization and documentation, permitting, correspondence and communications, liaison with staff and contractors, and general administrative support to public works staff. Office hours are 8:30 to 4:30, Monday to Friday.

The ideal candidate will include the following qualifications;

- Proficiency in Word, Excel, and other office related computer programs;
- Effective communication and organization skills;
- Ability to work reliably and independently within a team environment;
- General familiarity with the Township;
- Previous administration experience.

Applicants may be asked to demonstrate their proficiency as a part of the interview process.

Please forward a resume outlining your qualifications and salary expectations in an envelope clearly marked "Administrative Assistant" to the undersigned on or before February 26, 2010.

Dorothy Bulman
Treasurer
Township of Adjala-Tosorontio
7855 Sideroad 30, RR # 1
Alliston, ON L9R 1V1

We thank all those who apply, but only those selected for an interview will be contacted.

Information is collected pursuant to the Municipal Freedom of Information Act and will be used for candidate selection purposes only.