



## **TOWNSHIP OF ADMASTON/BROMLEY**

Employment Opportunity

### **Administrative Assistant**

The Township of Admaston/Bromley is accepting letters of application for the position of Administrative Assistant. The successful candidate will be responsible for assisting the Clerk-Treasurer and the Public Works Superintendent in administering the affairs of the Municipality in accordance with the policies and plans approved and established by Council.

#### Qualifications:

- Demonstrate ability to work independently and as part of a team
- Secondary Education or equivalent combination of education and experience.
- Working knowledge of relevant computer software; specifically Word, Excel and Munisoft.
- Must be a self-starter to work independently and capable of meeting time schedules or deadlines.
- Strong interpersonal skills combined with excellent written and oral communication utilizing a professional approach with the public.

Compensation \$20.84-26.40 per hour based on a 35 hour week

Please send your application, including a detailed resume, stating Administrative Assistant by 12:00 p.m., Friday, September 4, 2020 to:

Township of Admaston/Bromley  
477 Stone Road  
Renfrew ON K7V 3Z5  
Fax (613) 432-4052  
e-mail: [averyken@admastonbromley.com](mailto:averyken@admastonbromley.com)

We thank you for your interest however, only those considered for an interview will be contacted.