



Requires a

Part Time Office Assistant (2 positions) (10 month contract – 3 days per week)

Summary

This position is responsible for assisting all departments with administrative tasks, including receiving incoming calls and in person inquiries, data entry, document management, as well as additional clerical duties and special projects as assigned.

Qualifications and Competencies

- Administrative or Business related College Diploma or High School Diploma with equivalent experience
- Two years of administrative experience
- Proficiency in MS Office Suite is required, and an interest in information management and/or municipal government is an asset.
- Communication Proficiency
- Customer focused
- Team focused
- Energetic and thrives in a fast paced environment
- A valid, unrestricted Ontario Class G Driver's License and access to a vehicle is required
- Bending and kneeling, and lifting up to 50lbs required
- Able to work a flexible schedule as assigned

To Apply:

1. Please submit your resume and a covering letter electronically to dina.lundy@erin.ca quoting "PT Office Assistant" in the subject line, or by mail to Town of Erin, 5684 Trafalgar Road, Hillsburgh, ON N0B 1Z0 – **Attention: D. Lundy by February 17th, at 4:00 pm.** Information collected will be used in accordance with Municipal Legislation for the purpose of job selection.
2. Regular hours for this position are 8:30am to 4:30pm.
3. Compensation for this position is \$20.59 per hour.

The Town is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.