



Town of Iroquois Falls Employment Opportunity Administrative Assistant (level 3)

Reporting to the Clerk-Administrator, the successful candidate will be responsible for providing assistance with the day-to-day operations of the Administration Department; and for providing administrative and clerical support, including handling sensitive political and human resources issues, researching and compiling background information, arranging meetings and appointments, maintaining office administration and records management processes and procedures, responding to and/or redirecting inquiries/communications and completing special projects.

Required education and work experience:

- Minimum of a two year college diploma in business, office administration, public relations or equivalent.
- Minimum of three years of related experience, preferably in a municipal setting.

A detailed job description listing all of the position's requirements may be obtained on the municipal website: www.iroquoisfalls.com.

Please forward your confidential résumé, detailing current qualifications along with a covering letter stating the position you are applying for **by Wednesday, February 28th, 2018, via email:** hr@iroquoisfalls.com or mail to:

Town of Iroquois Falls
Attn: Clerk-Administrator
PO Box 230; 253 Main Street
Iroquois Falls, ON P0K 1G0

We thank all applicants for their interest and advise that only those considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be collected for the principal purpose of determining an applicant's eligibility for potential employment.

The Town of Iroquois Falls is an equal opportunity employer. Accommodation for an applicant with a disability will be provided upon request.