



Administrative Assistant/Receptionist

The Township of North Dundas is currently seeking candidates to fill a one year contract for the position of Administrative Assistant/Receptionist.

We are seeking a motivated, well-organized and enthusiastic individual to provide administrative support, cash receipting, front counter and phone reception duties for the Municipal Office.

Applicants must have strong computer skills, be personable and possess excellent written and communication skills. Knowledge of accounting would be an asset. A valid driver's license is required.

A full position description, including the skills and knowledge is included below.

To apply to become part of our team, please
submit your resume and cover letter by Friday, February 10th, 2012 to
Angela Rutley, Deputy CAO
Township of North Dundas
636 St. Lawrence St., PO Box 489, Winchester, ON K0C 2K0
Fax: 613-774-5699
E-Mail: arutley@northdundas.com

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

**TOWNSHIP OF
NORTH DUNDAS**
JOB DESCRIPTION

JOB TITLE: Administrative Assistant/Receptionist	LAST REVISION DATE: January 2012
REPORTS TO: Chief Administrative Officer	1 year contract position
	EFFECTIVE DATE: January 1, 2012

Position Summary:

Reporting to the CAO, this position provides Clerical support to the Administration Department as well as act as General Telephone Receptionist for the Municipal Business Office, assisting at the front counter and performing cash receipting duties.

Position Qualifications:

- A minimum of Grade 12 education
- Strong interpersonal skills combined with excellent written and oral communications.
- Demonstrated previous working experience with the general public with preference given to candidates with previous experience in a Municipal environment
- Ability to organize Departmental activities, meet deadlines and work under pressure.
- Organizational skills to prioritize and complete tasks within appropriate time frames.
- Willingness to learn, to accept responsibility and demonstrate initiative.
- Good problem solving skills and a commitment to confidentiality and professional ethics.
- Computer literacy and experience with word processing, spreadsheets and other software.
- Bilingualism would be considered an asset.

Position Description:

- Provide secretarial and administrative services to the Administration Department.
- Schedule appointments, meetings, etc., prepare necessary materials for the CAO or Deputy CAO and transcribing minutes as required.
- Act as (1st) General Telephone Receptionist for the business office
- Assist with front counter inquiries and cash receipting duties
- Compose/prepare external and internal correspondence, memos, reports and other confidential documents and papers.
- Screen and refer incoming telephone calls to appropriate Departmental staff members or take messages for absent or unavailable staff members.
- Maintain Administration files and records systems and ensure that confidential, sensitive and restricted corporate and employee information to which this position is privy is received/prepared, processed and protected.
- Maintain office equipment/supplies inventory, maintenance records, adequate postage, photocopier, telephone system, etc.
- Process incoming and outgoing departmental postal mail, e-mail, faxes and courier packages.

- Deliver bank deposits and pickup mail from local post-office.
- Responsible for Opening and Locking of Business Office.
- Back-up for Department Secretaries (as required).
- Other duties as assigned.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.