

Employment Opportunity

Administrative Assistant

Corporation of the Township of Fauquier-Strickland

The Corporation of the Township of Fauquier-Strickland is currently accepting applications for an Administrative Assistant. Applicants with a positive attitude, and an appreciation of customer service are invited to forward their resumes to the undersigned.

The Administrative Assistant is responsible for providing administrative support to the Director of Municipal Services/Municipal Clerk. The Administrative Assistant will be the first point of contact for the public and therefore shall possess strong communication and interpersonal skills.

Qualifications:

The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a full-time employment (35 hours per week) with the municipality.

The candidate will possess:

* ability to work within a team
* complete computer literacy, including knowledge of spreadsheets
* knowledge of bookkeeping
* strong typing skills
* knowledge of the Vadim i-City financial program would be an asset
* must be bilingual (french and english – written and spoken)
* access to a reliable vehicle and possess a valid driver’s license
* commit to personal and professional development
* sound organizational, verbal and written skills
* ability to communicate effectively with the public

Preference will be given to candidates with a degree or diploma in administration.

Résumés and letters of interest will be received in confidence by the undersigned

until July 9th, 2021, noon

Nathalie Vachon, Director of Municipal Services/Municipal Clerk

Township of Fauquier-Strickland

25 Grzela Road, PO Box 40

Fauquier, ON

P0L 1G0

Email: [nvachon@fauquierstrickland.com](mailto:nvachon@fauquierstrickland.com)

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We thank all applicants for their interest, however, only those selected for an interview will be contacted.