



# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

The Municipality of West Elgin has an immediate opening for a temporary Full-Time **Administrative Assistant**, for a six (6) month contract position. This position provides first point of contact and front line customer service for Municipality, receives customer payments, assists with record management, provides back-up to other staff, and carries out a variety of other administrative tasks.

## Preferred Qualifications:

1. Recognized Diploma in Business Administration, Office Administration or Municipal Administration or equivalent
2. Office experience, preferably in a municipal setting
3. Knowledge of records management
4. Proficient in Microsoft Office
5. Experience in Service Ontario considered an asset, but not required
6. Strong organizational skills and ability to work with deadlines
7. An equivalent combination of education and experience

Pay range (based on experience) of \$18.24 to \$22.80 per hour

More information is available at [www.westelgin.net](http://www.westelgin.net)

Applicants are to submit a resume detailing education and employment history no later than **4:00 p.m. on August 7, 2020** to Human Resources at [jobs@westelgin.net](mailto:jobs@westelgin.net)

We thank all applicants, but only those invited for an interview will be contacted. Personal information is collected and will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, and will be used for employment purposes only.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process, please direct questions to the Clerk.