

# The Corporation of the Township of Enniskillen

## Administrative Assistant

The Township of Enniskillen invites applications for the position of Administrative Assistant. Reporting to the Administrator the Administrative Assistant will undertake a range of both administrative and financial activities. The applicant will provide clerical assistance, be responsible for the maintenance of the municipal safety program, emergency planning and assist with payroll function.

### Qualifications:

1. Completion of a Community College Business Administration or related program
2. Experience dealing with the public
3. A working knowledge of MS Office software and a computerized accounting system
4. Knowledge of the Occupational health and Safety Act an asset
5. Strong organizational skills

Applicants are requested to submit their resume with a covering letter to the undersigned by **Noon December 4<sup>th</sup> 2020**.

The Township of Enniskillen is a rural municipality of 2,600 residents located in central Lambton County. The Township has a work force of ten employees who maintain local roads, municipal drains and a water distribution system.

Township of Enniskillen  
4465 Rokeby Line  
RR # 1, Petrolia, ON N0N 1R0  
519-882-2490  
[dmctavish@enniskillen.ca](mailto:dmctavish@enniskillen.ca)  
[www.enniskillen.ca](http://www.enniskillen.ca)

The Township is an equal opportunity employer which values diversity in the workplace. Please inform us if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information is collected under the authority of the Municipal Act, 2001 and will be used only during the selection process for the subject of this posting.