



## **Township of Amaranth Job Posting for Administrative Assistant**

We are looking for a reliable, enthusiastic person who has an interest in working in a busy office environment for the administration of the Township of Amaranth. Previous Municipal experience would be an asset. Completion of the Municipal Administration Program (MAP) would be preferred.

**Application Deadline: Wednesday April 30, 2025 at 4:00 p.m.**

(only those chosen for an interview will be contacted)

### **Duties would Include, but not limited to, the following:**

Responsible for reception and customer service duties at the Administration Office. Respond to telephone, email and counter enquiries, redirecting and/or addressing as required. Process incoming revenues, prepares bank deposits, assists with mailings, orders office supplies and issues various permits. The Administrative Assistant provides general administrative support for all departments.

**Wages & Benefit Package:** in accordance with Municipal By-Laws including OMERS; Current Rate \$30.66 to \$36.07 per hour.

Anyone interested in the position please forward, in writing, resume to the attention of:

Sabrina VanGerven

Township of Amaranth

374028 6<sup>th</sup> Line Amaranth, ON L9W 0M6

Telephone - (519) 941-1007 Fax - (519) 941-1802

svangerven@amaranth.ca

The Township of Amaranth is an equal opportunity employer. We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.