



Public Notice - Call for Expression of Interest

Occasional - Deputy Clerk and/or Administrative Assistant Position on an "As Needed, Call In" Basis

The Township of McKellar is advertising for an Expression of Interest for the proposed position of Deputy Clerk and/or Administrative Assistant within our Township Office. If you are enthusiastic, dedicated, and ready to contribute to a thriving work environment, we encourage you to apply.

Deputy Clerk, Occasional

As a Deputy Clerk for the Township of McKellar, you will play a vital role in supporting our organization's operations and administrative functions. Your responsibilities will include, but are not limited to:

- Preparing Council Meeting Agendas and Minutes
- Assisting with Preparing Tender Documents
- Assisting with Planning Applications
- Overseeing document management and record-keeping
- Providing support to the Clerk/Administrator and other team members as needed

Administrative Assistant, Occasional

As an Administrative Assistant, you will be the backbone of our office, providing essential support to our team and the Township's ratepayers. Your key responsibilities will encompass:

- Managing office communications and correspondence via phone and email
- Assisting with Accounts Payable and Accounts Receivable
- Coordinating Community Hall Bookings
- Handling basic administrative tasks such as data entry, filing, and document preparation
- Accepting property tax payments, permit payments, etc.
- Offering exceptional customer service to ratepayers and the public

Qualifications: We are looking for individuals who possess the following qualifications:

- Strong organizational and time-management skills
- Excellent communication and interpersonal abilities
- Proficiency in Microsoft Office Suite
- Attention to detail and a commitment to accuracy
- Experience working with confidential information
- Previous experience in Municipal government

How to Apply: Interested candidates should submit an Expression of Interest Letter along with their résumé and any relevant supporting documents to clerk@mckellar.ca no later than Friday September 22, 2023 at 12:00 p.m. Please include the job title (Occasional - Deputy Clerk or Administrative Assistant) in the subject line of your email.

Email: Your résumé and cover letter to:
Ina Watkinson, Clerk/Administrator clerk@mckellar.ca

Mail or Drop-Off: Occasional - Deputy Clerk and/or Administrative Assistant
Township of McKellar
Attention Ina Watkinson, Clerk/Administrator
701 Hwy 124 P.O. Box 69
McKellar, ON P0G 1C0

Expression of Interest Letter Guidelines: In your Expression of Interest Letter, please address the following points:

1. Explain your motivation for applying for the position and your relevant qualifications.
2. Describe any relevant experience and skills that make you an ideal candidate.
3. Highlight your ability to contribute to our team's success and your enthusiasm for the role.

We look forward to receiving your Expression of Interest Letters and getting to know the talented individuals who wish to assist our team. If you have any questions or require further information about the position, please feel free to contact:

Ina Watkinson, Clerk/Administrator clerk@mckellar.ca (705) 389-2842 x4; or
Karlee Britton, Deputy Clerk deputyclerk@mckellar.ca (705) 389-2842 x5

We thank all applicants for their interest. We will contact only those applicants who may be selected for an interview.

Thank you for considering an occasional, 'as-needed, call-in' position with The Township of McKellar.

Ina Watkinson
Clerk/Administrator
Township of McKellar
clerk@mckellar.ca
(705)389-2842 x4