



# **Township of McKellar**

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701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

## **Employment Opportunity**

### **Administrative Assistant/Receptionist**

The primary function of the Administrative Assistant/Receptionist will be to provide excellent customer service to the ratepayers of McKellar in person, over the phone and by email. The position will also support the day to day operations of the Township Office by performing functions in multiple departments. Please see the attached job description for details.

The Administrative Assistant/Receptionist position with the Township of McKellar is proposed to be a full-time, permanent position with hours of work from Monday through Friday, 8:30 a.m to 4:30 p.m. Health benefits and pension plan are available.

#### **Application Process:**

Interested candidates may submit a cover letter and résumé by **4:00 p.m. Wednesday, March 15, 2023**, in the following ways:

Email: Your résumé and cover letter to:  
Karlee Britton, Deputy Clerk [deputyclerk@mckellar.ca](mailto:deputyclerk@mckellar.ca)

Mail or Drop-Off: Administrative Assistant/Receptionist Position  
Township of McKellar  
Attention Karlee Britton, Deputy Clerk  
701 Hwy 124 P.O. Box 69  
McKellar, ON P0G 1C0

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

#### **Accessibility:**

Accessible versions of the job posting and job description are available upon request. If you require accommodation, we will work with you to meet your needs.

#### **Privacy:**

Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for employment assessment purposes only.