



## **Full Time Employment Opportunity**

### **Secretary / Receptionist**

The Corporation of the Township of North Kawartha is currently accepting applications for the position of Secretary / Receptionist. Reporting to the Clerk, the Secretary / Receptionist is responsible for providing an accessible and enhanced level of customer service on behalf of the Township including greeting customers or visitors and receiving and directing phone inquiries with a high level of professionalism, diplomacy and integrity consistent with the public status and image of the Township.

This position provides promotional and clerical support to Council / Committees, the Chief Administrative Officer, Clerk, Department Managers and other Administrative Staff as required and assists with the Municipal Election.

#### **Duties and Responsibilities:**

The Secretary / Receptionist will greet all visitors and respond to phone inquiries providing general service and information regarding Township business. This position receives general funds and prepares receipts on behalf of all municipal departments, processes incoming and outgoing mail and will assist with maintenance of the Township website, social media sites and bulletin boards. This position is responsible for booking meeting rooms and set up for meetings, special events and open houses. The Secretary / Receptionist will maintain general office equipment, order office supplies.

The successful candidate will have:

- Demonstrated ability to work independently as well as cooperatively with others in a team environment.
- Excellent customer service, interpersonal, communication and organizational skills.
- Proven ability to interact with the public in a positive, professional manner.
- Computer literacy utilizing word processing, spreadsheet, email, internet and related software.
- Ability to work in a fast paced environment, deal with distractions and interruptions due to telephone and counter service;

- Ability to organize and prioritize work assignments.
- Knowledge of general office equipment.
- Attention to detail and quality of documents produced.
- Must have a valid G license for occasional travel outside the office for training and for routine office tasks such as attending the post office to pick up and deliver mail.

This is a 35 hours/week full time position. 2022 Salary range is \$41,815.00 to \$49,927.00.

Interested applicants may submit their resume in confidence to:

Alana Solman, C.A.O  
Township of North Kawartha  
P.O. Box 550, 280 Burleigh Street  
Apsley, ON. K0L 1A0  
E-Mail: [employment@northkawartha.ca](mailto:employment@northkawartha.ca)

Applications clearly marked "Application- Secretary / Receptionist" may be submitted on or before **Friday, August 12 at 4:00 p.m.** Via Mail, In Person or Email.

For more information, please visit our website, [www.northkawartha.ca](http://www.northkawartha.ca)

*While we appreciate all applications, we can only contact those individuals selected for and interview.*

*We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, we appreciate Applicants making this request in advance so we can support your needs).*

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used for the purpose of job selection.*