



## **Town of Iroquois Falls Employment Opportunity Administrative Assistant**

Reporting to the Clerk, the successful candidate will be responsible for providing assistance with the day-to-day operations of the Administration Department, and for providing administrative and clerical support, including handling sensitive political and human resources issues, researching and compiling background information, arranging meetings and appointments, maintaining office administration and records management processes and procedures, responding to and/or redirecting inquiries and communications, and completing special projects.

Required education and work experience:

- Minimum two-year college diploma in business, office administration, public relations, or equivalent.
- Minimum three years of related experience, preferably in a municipal setting.

Please visit our website at [www.iroquoisfalls.com](http://www.iroquoisfalls.com) to view the full job description for the position.

Qualified candidates are invited to submit a detailed résumé and a cover letter stating the position being applied for in **PDF format**, no later than **4 pm on Monday, February 28, 2022**, via email to [hr@iroquoisfalls.com](mailto:hr@iroquoisfalls.com), or by mail to:

Town of Iroquois Falls  
253 Main Street, P. O. Box 230  
Iroquois Falls, ON  
P0K 1G0

**ATTENTION: KIM LAUZON, CLERK**

We thank all applicants for their interest and advise that only those considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be collected for the principal purpose of determining an applicant's eligibility for potential employment.

The Town of Iroquois Falls is an equal opportunity employer. Accommodation for an applicant with a disability will be provided upon request.