



## **NORTH ALGONA WILBERFORCE TOWNSHIP**

### **EMPLOYMENT OPPORTUNITY**

# **ADMINISTRATIVE SECRETARY**

North Algona Wilberforce Township is accepting applications for the position of 'Administrative Secretary'. The successful candidate will be responsible for providing effective and efficient accounting support and clerical duties.

#### **Qualifications:**

- Demonstrate ability to work independently and as a team
- Post-secondary education in accounting/bookkeeping or equivalent combination of education and experience
- Working knowledge of relevant computer software
- Strong interpersonal skills combined with excellent written and oral communication utilizing a professional approach with the public

Compensation \$17.36 to \$18.39 per hour for 40 hours per week.

A more comprehensive job description can be picked up at the Township Office or can be found on the website [www.nalgonawil.com](http://www.nalgonawil.com)

Please send your application, including a detailed resume, stating 'Administrative Secretary' by 12:00 noon Monday, June 3, 2013 to:

North Algona Wilberforce Township  
RE: Administrative Secretary  
1091 Shaw Woods Road, R.R. #1  
Eganville, ON K0J 1T0

Thank you for your interest, however only those considered for an interview will be contacted.