



# Township of Limerick

Incorporated 1887

The Township of Limerick seeks a qualified Office Assistant. Reporting to the Clerk-CAO, the successful candidate will be responsible for providing a variety of secretarial and administrative support services (typing, reception and related clerical work) to the Township's Administration Department.

The successful candidate must possess the following qualifications:

- Ability to deal with the public, staff and Council in a courteous, professional manner, both verbally and in writing
- Excellent computer skills, including MS Office Word and Excel, E-mail and Internet
- Excellent administrative, communications, problem solving, research, report writing and records management skills
- Ability to work with minimal supervision
- Possess a working knowledge of general accounting principals
- Ability to multi task and work with sometimes tight deadlines
- Previous municipal office work would be a definite asset
- Minimum of three (3) years' experience in accounts payable and payroll
- Attention to detail and a high degree of data entry accuracy

The Township offers a pleasant working environment and an opportunity for advancement.

This position is based on 16 hours per week, with a wage rate of \$16.50 per hour.

Please submit your covering letter and resume via E-mail, fax or mail by Thursday, April 5th, 2018 at 12:00 p.m. (Noon) during regular office hours to:

Att: Jennifer Trumble - Clerk-CAO  
89 Limerick Lake Road  
Gilmour ON  
KOL 1W0  
Tel. 613-474-2863  
Fax. 613-474-0478  
E-mail: [clerk@township.limerick.on.ca](mailto:clerk@township.limerick.on.ca)

The Township of Limerick is an equal opportunity employer committed to diversity and inclusion within the workplace. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require accommodation at any time throughout the recruitment process, please contact the Clerk's department in advance and we will make every effort to provide appropriate assistance. We thank all applicants and advise that only those to be interviewed will be contacted. Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.