



THE TOWN OF MOOSONEE IS SEEKING

FULL TIME POSITION

PUBLIC WORKS CONFIDENTIAL CLERK

Reference : JOB – PW- Clerk-2019

Reporting to the Manager of Public Works the successful candidate will be responsible to provide a variety of secretarial, administrative and clerical support to the Public Works Manager and respective divisions.

The successful applicant will have a working knowledge of MS products, familiarity with ministry reporting procedures, document management skills, recording meeting minutes, knowledge of financial systems.

The successful applicant will be required to provide a CPIC at their expense and must provide a bank account for direct deposit wage payment

Interested candidates should send their résumés in confidence by Thursday March 21, 2019 at 3:00 pm

Attention:

CAO

Town of Moosonee

PO Box 727 – 5 First Street

Moosonee, Ontario P0L 1Y0

FAX #705-336-2426

E-mail cao@moosonee.ca

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. The Town of Moosonee is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an interview, please advise if you require accommodation. We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted.