



Township of Ignace

34 Highway 17 West

P.O. Box 248

Ignace, Ontario POT 1T0

Phone: 807-934-2202 Fax: 807-934-2864

Website: ignace.ca

INTERNAL/EXTERNAL TEMPORARY FULL-TIME CLERK/TYPIST

The Township of Ignace is accepting applications for a Temporary Full Time Clerk Typist. Hours of work are 37.5 hours per week, regularly from 7:30 to 4:30 p.m. with a 40-minute lunch break.

Candidates **must have the following minimum qualifications:**

- Grade 12 Secondary School Diploma - Post-secondary diploma in a secretarial and accounting program would be an asset
- Must have sound working knowledge of computers, particularly with financial software (Quick Books) and MS Office products
- Pleasant and efficient manner dealing with the public both in person and on the phone
- Good communication skills both written and oral
- Must be both self-motivated and able to work independently; and, with the Team
- Previous municipal work experience would be an asset

Experience in a variety of bookkeeping and office administration functions is highly desirable. Post-secondary diploma in a relevant field would be an asset.

Wage rate, benefits and hours of work shall be as per CUPE Local 87 Collective Agreement and current Township of Ignace practice.

Qualified candidates are invited to submit their resume along with a cover letter to:

Roxanne Cox, Interim Clerk
Township of Ignace
PO Box 248, 34 Highway 17 W. Ignace,
ON POT 1T0
PH: (807)934-2202 Ext. 1041
deputyclerk@ignace.ca

Closing date: Thursday, September 28, 2023 by 4:30 p.m.

Only candidates selected for interviews will be contacted. Please note this job competition is currently advertised internally and qualified internal applicants will be given priority as per the requirements of the Collective Agreement.

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c25, as amended and will be used solely for the purpose of candidate selection.

The Township of Ignace is an equal opportunity employer. Accommodations will be made upon request.