



Township of Huron Kinloss
 35 hours per week
 Reports to the Clerk

Administrative Assistant
 Monday-Friday Availability

The Clerk's Administrative Assistant performs a variety of administrative, clerical, and support functions for the Clerks Department. This position will be required to work well with members of the community, be self-motivated, flexible, exhibit superior time management capabilities have excellent written/oral communication and computer skills including but not limited to Microsoft Office.

Responsibility	Tasks
Administration	Create documents such as reports, letters, newsletters etc., maintaining strict confidentiality
	Ensure accurate format, neatness and accuracy of all documents one creates
	Assist with filing, in accordance with the Township's records by-law and accepted records management practices. Heavy lifting to move files and boxes
	Assist departments with special projects, as assigned
Team Work	Working cooperatively with others to ensure all required tasks are completed on a daily basis
	Assist other departments with administrative tasks, as required
	Act as Receptionist, as required, responding to telephone inquiries and forwarding inquiries to the appropriate departments

Responsibility	Tasks
Other duties as assigned	
Qualifications	Post-Secondary Education Experience dealing with the public Advanced skills in Microsoft Office Experience in Sharepoint an asset

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.