

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

Temporary Secretary/Receptionist

Duties include receiving telephone calls, greeting and directing the general public, issuing permits, providing secretarial duties to staff and other related duties as assigned from time to time.

April 2014 – May 2014, extended time and casual time possible.

Qualified Candidates should have a minimum Grade 12 (or equivalent) education and must be proficient in Microsoft Word.

Please submit resume to the undersigned marked "Secretary/Receptionist" by April 22, 2014.

Liliane Nolan, CAO-Clerk
Municipality of Whitestone
21 Church Street
Dunchurch, ON P0A 1G0
(705) 389-2466

All applicants are thanked in advanced but only those selected for an interview will be contacted.