



TOWNSHIP OF MAPLETON

Requires an Administrative Assistant – Summer Student

The Township of Mapleton is seeking a customer centric, dependable and detail orientated summer student, seeking to grow and share their excellent organizational and interpersonal skills.

The successful applicant will assist both the Economic Development and Fire Department with administrative tasks including data entry, filing, organization as well as other duties as assigned.

The successful applicant will possess

- Preferably be working towards a post-secondary diploma/degree, returning to school in the fall.
- High level skills in keyboarding, proof reading, filing and office administration.
- High level computers skills, proficiency in MS Word and Excel.
- Good organizational, verbal and written communication skills, ability to prioritize, meet deadlines, and handle multiple duties and interruptions effectively.
- Strong ability to organize daily workload, set priorities, work independently as well as in a team environment.
- The ability to work independently with minimal supervision is essential.

This is a temporary summer term position, requiring a 35-hour work week. The work term will commence as soon as possible and terminate on September 3rd, 2021. A copy of the job description can be found on the Township's website at www.mapleton.ca

Please direct confidential inquiries and résumés to the undersigned by 4:00 p.m. on Friday May 7th, 2021 referencing on the envelope or email subject line: "Administrative Assistant – Summer Student"

Aly Cripps

Economic Development and Marketing Coordinator

Township of Mapleton

P.O. Box 160

Drayton, ON. N0G 1P0

Email:

acripps@mapleton.ca

Only those selected for an interview will be contacted. Personal information is collected under authority of the Municipal Act and will be used to determine eligibility for potential employment. The Township of Mapleton is an

Equal Opportunity Employer.