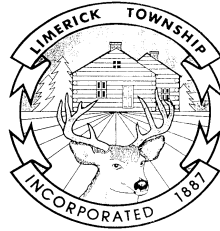


89 Limerick Lake Road  
R. R. #2, GILMOUR, ON  
K0L 1W0

Roads: 613-474-0060



JENNIFER TRUMBLE,  
Clerk-Treasurer  
613-474-2863 (Phone)  
613-474-0478 (Facsimile)  
[clerk@township.limerick.on.ca](mailto:clerk@township.limerick.on.ca)  
[www.township.limerick.on.ca](http://www.township.limerick.on.ca)

## CORPORATION OF THE TOWNSHIP OF LIMERICK

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The Township of Limerick seeks a qualified Office Assistant. Reporting to the Clerk-CAO, the successful candidate will be responsible for providing a variety of secretarial and administrative support services (typing, reception and related clerical work) to the Township's Administration Department.

The successful candidate must possess the following qualifications:

- Ability to deal with the public, staff and Council in a courteous, professional manner, both verbally and in writing
- Excellent computer skills, including MS Office Word and Excel, Email and Internet
- Excellent administrative, communications, problem solving, research, report writing and records management skills
- Ability to work with minimal supervision
- Possess a working knowledge of general accounting principals
- Ability to multi task and work with sometimes tight deadlines
- Previous municipal office work would be a definite asset

The Township offers a pleasant working environment and an opportunity for advancement.

The position is for a minimum of 24 hours per week through August 31st, 2015.

Please submit your covering letter and resume via e-mail, fax or mail by Wednesday June 15th, 2015 at 12:00 p.m. (Noon) during regular office hours to:

Att: Jennifer Trumble  
Clerk-CAO  
89 Limerick Lake Road  
Gilmour ON  
K0L 1W0  
Tel. 613-474-2863  
Fax. 613-474-0478  
Email: [clerk@township.limerick.on.ca](mailto:clerk@township.limerick.on.ca)

The Township of Limerick is an equal opportunity employer committed to diversity and inclusion within the workplace. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require accommodation at any time throughout the recruitment process, please contact the Clerk's department in advance and we will make every effort to provide appropriate assistance. We thank all applicants and advise that only those to be interviewed will be contacted. Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.



