



## THE TOWNSHIP OF SEVERN 2019 Summer Employment Opportunity

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**Office Assistant**  
**June 3, 2019 - August 30, 2019**  
**Rate of Pay - \$14.00/hour – 35 hours per week**

**Duties:**

- Assist in the inputting of data in Municipal Software systems.
- Scanning of documents
- Plan, organize and manage assigned work
- Respond to routine counter and telephone inquiries
- Perform special projects as assigned

The successful candidate will be proficient in Microsoft Office Products, and the ability to work independently with assigned work. Excellent interpersonal and communication skills required when dealing with other staff and the public.

Interested persons are invited to submit a detailed resume clearly marked Summer Office Assistant to **Michelle Prophet Healy, Human Resources Officer, no later than April 26, 2019** to the Township of Severn, 1024 Hurlwood Lane, P.O. Box 159, Orillia, Ontario, L3V 6J3; or by e-mail to [hr@townshipofsevern.com](mailto:hr@townshipofsevern.com)

*In order to qualify for the above-noted positions, eligible employees must be registered in full time students during the preceding academic year and who intend to return to school on a full time basis in the next academic year. Students must be legally entitled to work in Canada and cannot have another full time summer job. Interested individuals are invited to submit their resume and cover letter.*

**We thank all applicants who apply for these positions, however, only those candidates selected for an interview will be contacted. Personal information provided is collected under the authority of the Municipal Act (2001), as amended, and will be used to determine eligibility for employment.**