

Job Posting

ADMINISTRATION INTERN

Scope of Work:

- Term – One Year
- Position will be for core operations of the Municipality
- Supervised by the Clerk and the Treasurer
- To serve the needs of the ratepayers of the Township of Evanturel; and to follow the policies and directions of the Council of the Township of Evanturel

Assets:

- Experience with Microsoft Office Suite & Quickbook Programs
- GOOD communication skills

Contact Clerk Virginia Montminy for further details of job posting:

705-544-8200 OR
clerk@evanturel.com

Salary: \$20.00 - \$22.00 per hour

Schedule: 35 hours per week

Submission of Resume – as follows:

- In Person – 414269 Bryan's Road - Township of Evanturel
- Email – treasurer@evanturel.com
- Canada Post
Township of Evanturel
Box 209
Englehart, ON P0J 1H0

Att: Lisa Daley - Treasurer

Deadline: Friday – February 7, 2025 – 2:00 p.m.