



THE CORPORATION OF THE VILLAGE OF SUNDRIDGE  
IS INVITING APPLICATIONS  
FOR AN ADMINISTRATIVE ASSISTANT

Qualifications:

- Grade 12 or equivalent, post secondary diploma or degree in administration an asset
- Familiarity within a municipal office setting an asset
- High level word processing and computer capabilities.
- Good public relations and ability to maintain confidentiality and discretion
- Must have reliable transportation

Applications will be received until  
Friday, May 11, 2018 at 4:00 p.m.

For a job description, please visit the  
Village of Sundridge web site at [www.sundridge.ca](http://www.sundridge.ca)

Resumes may be submitted electronically to [clerk@sundridge.ca](mailto:clerk@sundridge.ca) or in person or mail to the Village of Sundridge Municipal Office, 110 Main Street, PO Box 129, Sundridge ON P0A 1Z0.

*The successful candidate will be required to provide a current police background check prior to commencement of employment.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*

*Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used for the purpose of candidate selection.*

*The Village of Sundridge is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.*