



Job Opportunity: Temporary Office Assistant

We are seeking a motivated and organized **Office Assistant** for a temporary full-time position (37.5 hours per week).

Key Responsibilities:

- Type and format documents with accuracy and attention to detail
- Maintain records and databases, ensuring information is up-to-date
- Handle incoming calls, emails, and inquiries from the public and other stakeholders
- Provide excellent customer service in-person, by phone, and online
- Support other departments as needed with various administrative tasks

Requirements:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and general computer skills
- Strong typing ability and attention to detail
- Excellent verbal and written communication skills
- Ability to prioritize tasks, manage time effectively, and meet deadlines
- Strong customer service skills, with a friendly and professional demeanor
- Ability to work independently and as part of a team
- Must have reliable transportation to travel between Minto and Chipman offices as needed

This is an excellent opportunity for someone looking to gain experience in a professional office environment with the potential for long-term growth.

The position is primarily based in Minto, with occasional travel required to the Chipman office.

Application Deadline:

Please submit your resume to **Andrea Mazerolle** at andrea.mazerolle@municipalityofgrandlake.ca by **October 23rd at 12 PM**.