

TOWNSHIP OF LAIRD
EMPLOYMENT OPPORTUNITY
Office Personnel - Leave Replacement
Administrative, Planning and Tax Assistant

The Township of Laird, located approximately 25 miles south/east of Sault Ste. Marie is looking to fill the position of Administrative, Planning and Tax Assistant (APTA.) A training period, plus another possible twelve months, commencing June 1, 2017 is envisioned. The APTA is responsible for, but not limited to, planning functions, taxation, accounting and assisting with the day-to-day operations of the Clerk's office in accordance with municipal policies, budgets and provincial legislation.

Qualified candidates will have a degree or diploma in Accounting, Finance or Business studies from an accredited college or university. AMCTO courses with a minimum of three years' experience in a municipal or public sector role or an equivalent combination of the above would be a definite asset.

A detailed job description is available by contacting the undersigned at lairdtwp@soonet.ca.

Qualified candidates are asked to submit a cover letter and resume outlining their qualifications and experience by 2:00 p.m. on Friday, April 21, 2017 to:

Phyllis L. MacKay
Clerk-Treasurer
Township of Laird
3 Pumpkin Point Rd. W.
Echo Bay, ON P0S 1C0
705-248-2395