

# MUNICIPALITY OF ALLEYN AND CAWOOD

## PUBLIC NOTICE

### JOB OFFER

**The Municipality of Allevyn and Cawood is seeking a qualified person to fill the position of administrative assistant.**

#### **DUTIES:**

Under the authority of the director-general of the Municipality of Allevyn and Cawood, this person will have as principle functions to:

- Greet the public, respond to telephone inquiries, answer correspondence
- Filing, photocopying, archives, general clerical duties
- Assist the director-general / secretary-treasurer in their functions
- Translate minutes, by-laws and all pertinent documentation

#### **QUALIFICATIONS REQUIRED:**

- Secondary V or equivalent
- Must have the ability to communicate verbally & written in French & English
- Knowledge of Word, Excel and all other softwares
- Experience with email and internet
- Personable, ability to interact with the public
- Professional attitude and behavior

#### **AVAILABILITY:**

- 32 hour work week – Tuesday – Friday (8:00 – 4:30)
- Occasional attendance at council meetings and committee meetings

#### **SALARY:**

- according to experience and the scale set by Council

**We invite all interested persons to present their CV/resume before August 6<sup>th</sup>, 2010 at 4:00 p.m at the municipal office located at 10 Jondee Road, Danford Lake, QC J0X 1P0. For more information, please contact 819-467-2941 or email [administration@municipalite.allevyn-et-cawood.qc.ca](mailto:administration@municipalite.allevyn-et-cawood.qc.ca)**

Kim Catier-Villeneuve  
Director-general  
Secretary-treasurer